

*Eds. Mgr. Staff*

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MAY 1955

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CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE:

TO :

FROM :

SUBJECT:

# CORRESPONDENCE STYLE & PROCEDURES

(34)

A HANDBOOK FOR THE PREPARATION AND  
HANDLING OF AGENCY MEMORANDUMS  
AND LETTERS

*See Pg. 2 and 3*

RESCINDS CORRESPONDENCE MANUAL, APRIL 1952

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JUL 19 1955

MEMORANDUM

*Travels Use Only*

11/11/00

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	ADDRESSED TO THE DCI, THE DDCI, AND THE EXECUTIVE DIRECTOR	FOR THE SIGNATURE OF THE DCI, THE DDCI, AND THE EXECUTIVE DIRECTOR	FOR THE SIGNATURE OF THE DD/S
			<u>Internal</u> <u>External</u>
Stationery	Plain bond	DCI, DDCI letterhead	Plain bond                      CIA letterhead
Date	Dated when signed	Not dated in the office of origin	Not dated in the office of origin
MEMORANDUM FOR:	Executive Director (as appropriate)	Secretary of Defense (as appropriate)	Automatic Data Processing Division Office of the Comptroller              Director, Plans and Policy Staff Joint Chiefs of Staff Department of Defense
	See examples for letter format		See examples for letter format
THROUGH :	As appropriate		As appropriate
ATTENTION :	As appropriate		As appropriate
SUBJECT :	Correspondence Standards as Applied to the Central Intelligence Agency		Same format as for the DCI
REFERENCES :	(a) [ ] dtd 3 Apr 63, subj: "Organization of the Office of the Director." (b) Memo dtd 25 Apr 63 from DDCI to DD/S, subj: "Quote subject . . . ."		Same format as for the DCI
	(Do not use a logging number as a reference since it offers no help in identifying papers.)		
Text	The first paragraph should state concisely the purpose of the correspondence: approval, recommendation, information, etc. (See attachment for correct form.)		The same generalizations apply as for the DCI
	The general format for staff studies should be as follows:		
	Problem Discussion Conclusions Recommendations		

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

MEMORANDUM

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ADDRESSED TO THE DCI, THE  
DDCI, AND THE EXECUTIVE  
DIRECTOR

FOR THE SIGNATURE OF THE  
DCI, THE DDCI, AND THE  
EXECUTIVE DIRECTOR

FOR THE SIGNATURE OF THE DD/S

Internal

External

Stationery

Plain bond

DCI, DDCI letterhead

Plain bond

CIA letterhead

Date

Dated when signed

Not dated in the office  
of origin

Not dated in the office of origin

MEMORANDUM FOR:

Executive Director  
(as appropriate)

Secretary of Defense  
(as appropriate)

Automatic Data Processing Division  
Office of the Comptroller

Director, Plans and Policy Staff  
Joint Chiefs of Staff  
Department of Defense

See examples for letter format

See examples for letter format

THROUGH :

As appropriate

As appropriate

ATTENTION :

As appropriate

As appropriate

SUBJECT :

Correspondence Standards as Applied to the Central  
Intelligence Agency

Same format as for the DCI

REFERENCES :

- (a) [ ] dtd 3 Apr 63, subj: "Organization of the  
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Text

The first paragraph should state concisely the purpose  
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information, etc. (See attachment for correct form.)

The same generalizations apply as for the DCI

The general format for staff studies should be as follows:

Problem  
Discussion  
Conclusions  
Recommendations

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*Rec. Mgmt*

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INSTRUCTION SHEET

✓ Destroy pages i, v, vi, 55, 56, 57, 58, 77, 78, 79, 80, 82, 83, 85, and 87 of [ ] dated May 1955 and insert in lieu thereof the attached revised pages i, v, vi, 55, 56, 57, 58, 58.1, 58.2, 77, 78, 79, 80, 82, 83, 85, and 87 dated 20 June 1958.

*ok*  
*main 7h*  
*8/5/58*  
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25X1 Page i is revised to include the rescission of [ ] the material from which is incorporated in revised chapter V. Page v now shows new title of chapter V. Page vi reflects a changed page number for Exhibit 7. Pages 55 through 58.1 are revised to give wider dissemination to instructions concerning identification of and provisions for concurrences and approval in correspondence directed to the Director or Deputy Director of Central Intelligence, originally provided by two memorandums from the Executive Officer to the Director. Pages 77, 78, 79, 80, 82, 83, 85, and 87 of the Index are revised to reflect the changes in chapter V.

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Revised 20 June 1958

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FOREWORD

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✓ Rescission: [ ] dated 9 September 1953

Uniformity is essential to efficient correspondence operations. It prevents confusion and misunderstanding and thus speeds the production of work. Faster training and increased utilization of personnel also result. This handbook provides for this standardization in the preparation and handling of Agency memorandums and letters.

The standards prescribed were not selected arbitrarily. They were adopted from many tested systems and a consideration of Agency-wide preferences and needs. The rules are relatively simple. However, some study will be necessary if they are to be mastered. Our correspondence standards will be revised when necessary. Suggestions for their improvement will always be welcome.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

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May 1955

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## INTRODUCTION

The material in this Handbook is arranged in the order in which elements of correspondence would be considered by a writer or typist. Separate sections describe memorandums on letterhead stationery, plain bond, and Standard Form No. 64 (Office Memorandum), and the format of letters. Each section is followed by an exhibit illustrating the format described. A section on the style standards applicable to any one of the four main formats is also provided to minimize repeating these standards in subsequent sections. Personnel should become thoroughly versed with this section since it is frequently referred to throughout the Handbook.

The Handbook is bound in loose leaf form to allow insertion of changes, or supplemental instructions developed at operating levels. It is recommended that such instructions be reproduced on colored stock, and inserted in the proximity of the Handbook material which they supplement.

This Handbook concerns only the preparation and handling of memorandums and letters. It does not contain information on other forms of communication such as dispatches, telegrams and cables, nor does it concern the flow and control of mail within the Agency. The issuances listed in Appendix A cover these subjects.

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## HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

## CONTENTS

	PAGE
Chapter I BACKGROUND FOR ALL CORRESPONDENCE	
Section A. Definitions.....	1
Section B. Stationery.....	2
Section C. Which Form to Use - Memorandum or Letter.....	2
Section D. Basic Style.....	7
Section E. Review, Concurrences, Approvals, and Signing Authority.....	15
Chapter II MEMORANDUMS	
Section A. General.....	19
Section B. Memorandums on Letterhead.....	19
Section C. Memorandums on Plain Bond.....	26
Section D. Memorandums on Standard Form No. 64 (Office Memorandum).....	31
Chapter III LETTERS	
Section A. General.....	35
Section B. Format and Style.....	35
Section C. Forms of Address, Salutation, and Complimentary Close.....	41
Chapter IV PREPARATION OF TOP SECRET CORRESPONDENCE.....	51
Chapter V CORRESPONDENCE PREPARED FOR THE SIGNATURE OR THE ATTENTION OF THE DIRECTOR OR DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE.....	55
Chapter VI ASSEMBLING AND FORWARDING CORRESPONDENCE	
Section A. Materials for Assembling and Forwarding Correspondence.....	59
Section B. Addressing Mail.....	72
Section C. Assembling and Forwarding Correspondence.....	73
Index.....	77
Appendix A. REFERENCE SOURCES.....	89

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HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

25X1

## EXHIBITS

## EXHIBIT

	PAGE
1. Format, Stationery, and Copy Requirements	
Part I Format Determination.....	4
Part II Types of Stationery and Requirements for Copies...	5
2. Concurrences and Approval Within a Memorandum.....	18
3. Memorandum on Letterhead	
Part I (First Page).....	24
Part II (Second Page).....	25
4. Memorandum on Plain Bond.....	30
5. Memorandum on Standard Form No. 64 (Office Memorandum).....	34
6. Letter Format	
Part I (First Page).....	39
Part II (Second Page).....	40
7. Correspondence Brief for DCI or DDCI.....	58.2
8. Correspondence Assembly Reference Tab.....	59
9. Priority Tag.....	60
10. Transmittal Slip.....	61
11. Official Routing Slip.....	62
12. File and Routing Slip.....	63
13. Routing and Record Sheet.....	64
14. Signature Record and Cover Sheet.....	65
15. Courier's Classified Mail Receipt.....	66
16. Document Receipt.....	67
17. Postage Slip.....	68
18. Types of Penalty and Nonpenalty Envelopes and Labels for Transmitting Official Mail.....	71
19. Correspondence Assembly.....	76



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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

25X1

## Chapter I

### BACKGROUND FOR ALL CORRESPONDENCE

#### Section A. DEFINITIONS

1. Official CIA correspondence includes all recorded communications sent or received by Agency personnel in the execution of their official duties. However, for purposes of this Handbook the word "correspondence" refers only to memorandums and letters originated within the Agency.
2. Copies. Unless further qualified, the word "copy" as used in this Handbook refers to a carbon copy of Agency correspondence. In addition, the following terms apply:
  - a. A courtesy copy is a copy of correspondence furnished certain addressees, and forwarded with the original. Headquarters addressees who have not indicated a need for courtesy copies should not be furnished them. Courtesy copies are not required for addressees outside CIA except Members of Congress and officials of other Federal agencies.
  - b. An official file copy is one prepared on yellow tissue for retention in the official files. Official files are those located in specified elements of the Agency and which contain material officially documenting the operations of that element.
  - c. An information copy is one sent to interested offices other than the addressee.
3. A reference is a brief citation of material which relates to the subject matter of the correspondence. In a memorandum, a reference (or references) may be shown in a reference line, whereas in a letter references are always included in the text.
4. An enclosure is material forwarded with correspondence or forwarded separately, if so indicated.
5. The command line, or the authority line, is used only in memorandums, when the individual signing the correspondence has been delegated

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

authority to do so for a higher official. Officials signing for the Director will use "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." Command lines for lower echelons are similarly worded except for the official's title.

### Section B. STATIONERY

6. General. Agency correspondence is prepared on three basic types of stationery: Letterhead, Standard Form No. 64 (Office Memorandum), and plain bond. In addition, plain stocks of tissue-weight paper for carbon copies are provided in various colors. Exhibit 1 lists the types of stationery used for particular forms of correspondence. Supplemental information is given in Chapters II and III which deal specifically with the preparation of memorandums and letters.
7. Letterheads. Three types of letterheads are available: CIA Letterhead, CIA Letterhead (Office of the Director), and CIA Letterhead (Office of Deputy Director of Central Intelligence). The CIA Letterhead is used in the preparation of all correspondence sent outside the Agency except that prepared for the signature of either the Director or Deputy Director of Central Intelligence. Correspondence for their signature is prepared on CIA Letterhead (Office of the Director) or CIA Letterhead (Office of Deputy Director of Central Intelligence) as appropriate. Letterhead stationery comes in white bond and tissue only.
8. Letterex. Letterex is tissue stationery with a sheet of one-time carbon paper attached. Its use speeds typing operations and reduces carbon soilage of hands, stationery, and clothing. Neater typing productions requiring less preparation time are the result. Letterex is stocked in the Agency supply system in single sheets only, in white, green, yellow, pink, and blue.

### Section C. WHICH FORM TO USE - MEMORANDUM OR LETTER

9. General. The deciding factor in determining which form of correspondence to use is the title of the addressee to whom the correspondence is being directed. Part I of Exhibit 1 lists in alphabetical order the titles of recipients of CIA correspondence. Beside each title is indicated the form of correspondence appropriate to that addressee. Part II of this exhibit shows the types of stationery to use and requirements for copies.

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

10. Memorandum for the Record. The memorandum format is also used in recording telephone conversations and other information to be retained for record purposes. Plain stationery is always used. See Paragraph 54 for format.

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

## PART I - FORMAT DETERMINATION

CODE	ADDRESSEE	FORMAT
1	CIA - Director or Deputy Director of Central Intelligence; Deputy Directors (Support), (Intelligence), and (Plans)	Memorandum
2	CIA - Multiple Addressees	Memorandum
3	CIA officials in Washington and in U. S. field activities	Memorandum
4	Congress; Members of	Letter
5	Executive Office of the President	Letter <u>1</u> /
6	Government Agencies (If informality is appropriate, or if replying to incoming correspondence which was in memorandum form)	Memorandum
7	Government Agencies - Multiple Addressees	Memorandum
8	Government Agencies or their officials, except as provided for in Codes 6, 7, and 9-12 inclusive	Letter
9	Intelligence Advisory Committee (IAC) or individual agencies of the Committee	Memorandum
10	National Security Council (NSC)	Memorandum
11	Office of Defense Mobilization	Memorandum
12	President of the United States	Memorandum <u>2</u> /
13	Private individuals and organizations	Letter

1/ & 2/ - Certain circumstances may require a memorandum or letter, respectively.

SEE NEXT PAGE FOR TYPES OF STATIONERY AND REQUIREMENTS FOR COPIES

EXHIBIT I  
FORMAT, STATIONERY, AND COPY REQUIREMENTS

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL

May 1955

## PART II - TYPES OF STATIONERY AND REQUIREMENTS FOR COPIES

KEY: X - Required * - Optional at the discretion of the originator.		ADDRESSEE CODE												
		1	2	3	4	5	6	7	8	9	10	11	12	13
ORIGINAL	Letterhead Bond				X	X	*	X	X	X	X	X	X	X
	Plain Bond	X	X											
	Standard Form No. 64 (Office Memorandum)			X			*							
COPY REQUIREMENTS	OUTSIDE CIA	"THROUGH" Addressee (Letterhead)												
							X			X	X	X		
		Multiple Addressees (Letterhead) <u>1/</u>												
								X						
	WITHIN CIA	Courtesy Copy (Letterhead)												
					X	X	*	X	X	X	X	X	X	
		Information Copies (Letterhead) <u>2/</u>												
					X	X		X	X	X	X	X		X
		"THROUGH" Addressee (Plain white)												
		X		X										
		Multiple Addresses (Plain white) <u>1/</u>												
			X											
		Courtesy Copy (Plain white) <u>3/</u>												
		X		*										
		Information Copies (Plain white) <u>2/</u>												
		X	X	X	X	X	X	X	X	X	X	X	X	X
		Official File Copy (Plain yellow) <u>4/</u>												
		X	X	X	X	X	X	X	X	X	X	X	X	X
		Alphabetical Name Index (Plain pink) <u>5/</u>												
		*	*	*	*	*	*	*	*	*	*	*	*	*
		Return Copy (Plain white or green)												
		*	*	*	*	*	*	*	*	*	*	*	*	*
		Hold Copy (Plain white or green)												
		*	*	*	*	*	*	*	*	*	*	*	*	*

NOTE: See Chapter V for requirements if the signing official is either the Director or the Deputy Director of Central Intelligence.

- 1/ One copy for the second and succeeding addressees listed after "MEMORANDUM FOR" on the original.
- 2/ One copy for each information addressee.
- 3/ Staff studies require two copies.
- 4/ Generally the signing official's copy serves as the Official File Copy. However, if the Official File Copy is to be retained elsewhere:
  - a. Prepare an additional copy on plain tissue for the signing official's file.
  - b. Prepare two copies if the signing official is either the Director or one of his four Deputies.
- 5/ If an alphabetical cross-file is considered necessary.

EXHIBIT I (Cont.)

FORMAT, STATIONERY, AND COPY REQUIREMENTS

Approved For Release 2003/08/04 : CIA-RDP74-00005R000200060047-6

Basic Style

Approved For Release 2003/08/04 : CIA-RDP74-00005R000200060047-6

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

## Section D. BASIC STYLE

CIA correspondence is prepared in several formats. However, there are certain style standards applicable to each of these. The following basic elements of all CIA correspondence are therefore described to avoid repetition in succeeding chapters. The sequence of these descriptions parallels the order in which elements would be considered by a typist preparing correspondence.

11. Typing Measurements. Spacing, both horizontal and vertical, is often indicated in terms of inches. The following table converts inches into corresponding typing measurements:

## Across the Page

Inches	Typing Strokes (Approx.) Pica	Elite
1 . . . . .	10	12
1 1/4 . . . . .	13	15
1 1/2 . . . . .	15	18
1 3/4 . . . . .	18	21

## Down the Page

Inches	Approximate Typing Lines (Pica or elite)
1/2 . . . . .	3
1 . . . . .	6
1 1/4 . . . . .	8
1 1/2 . . . . .	9
1 3/4 . . . . .	11
2 . . . . .	12
2 1/4 . . . . .	14

12. Margins. The width of margins may vary with the length of text; however, minimum standards provide that right, left and bottom margins of first pages should not be less than one inch. Margins of second and succeeding pages likewise should not be less than one inch, including the top margin, and should correspond in width to the margins on the first page. The following is a guide to margin widths for memorandums and letters:

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## HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

<u>Text Length (First Page)</u>	<u>Side Margins (Approximate)</u>	<u>Special Information</u>
Short (up to 100 words)	1½ inches	Approximately 60 spaces to a line.
Medium (100 to 150 words)	1¼ inches	Approximately 65 spaces to a line.
Full Page (150 to 200 words)	1 inch	A full page with minimum margins is preferable to two pages with wider margins.

13. "IN REPLY REFER TO". "Refer to" designations are placed at the discretion of originating officials only on correspondence requiring a reply and sent outside the Agency. Their use encourages outside correspondents to identify Agency letters and memorandums to which they are replying. Replies thus identified can be routed readily to the office concerned.

In cases where the phrase has not been printed on the letterhead, type the words "IN REPLY REFER TO" flush with the right margin, three spaces below the last line of the letterhead. Immediately below the phrase "IN REPLY REFER TO," type in block style the organizational symbol of the office of signature as well as that of the originating office, if circumstances permit routing the reply direct to this latter office.

Example: IN REPLY REFER TO:  
MS/RMD/RDB

NOTE - The "IN REPLY REFER TO" line is never used in correspondence prepared for signature of the Director or Deputy Director of Central Intelligence.

14. Date. The date shown on a memorandum or letter should always be the date on which the correspondence was signed. Accordingly, omit the date whenever correspondence is prepared for signature outside the preparing office; or when there may be some other cause for delay in signing. Always omit the date when preparing correspondence for the signature of the Director of Central Intelligence or his Deputies.

When circumstances permit inclusion of a date at the time of typing, place the date in accordance with specific requirements in Chapters II and III.

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

A date is expressed without punctuation in the following sequence: day, month, year--e.g., 15 June 1954. It may be typed or stamped as circumstances dictate. The date should be shown on the original and all copies.

15. Line Spacing. Normally the body of correspondence is single spaced. However, if the text is less than eight lines and consists of but one paragraph, double spacing is used.

NOTE - In memorandums addressed to the President of the United States, regardless of length, double spacing is always used, with double spacing between paragraphs.

16. Paragraphing

- a. Memorandums (Except Those Addressed to the President of the United States) - When a memorandum is but one paragraph in length, the paragraph is not numbered. If the memorandum is two or more paragraphs in length, primary paragraphs are numbered consecutively with Arabic numerals, and subparagraphs are identified alphabetically and numerically. The pattern for paragraphing is as follows:

1. ....  
.....

a. ....  
.....

(1) ....  
.....

27 (a) ....  
.....

1. ....  
.....

a. ....  
.....

- b. Memorandums for the President - Primary paragraphs are indented five spaces but are not numbered. Subparagraphs, if any, are indented and identified by letters and numerals as shown above.

25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

c. Letters - Same as memorandums for the President.

17. Quotations. Quotations may be set apart or incorporated in the text of correspondence. When set apart, indent the text five spaces from the left and right margins, two spaces below the text. Block the left margin. For example:

The speaker quoted these words from the Wall Street Journal:

"Imagination was given to man to compensate him for what he is not, and a sense of humor was provided to console him for what he is."

18. Page Number and Identification. The first page of correspondence is not numbered. Second and succeeding pages are numbered consecutively with Arabic numerals centered one-half inch from the bottom of the page. Numerals are typed without parentheses or dashes. Second and succeeding pages of correspondence are also identified as follows:

- a. Memorandums, Staff Studies, and Concurrence Sheets - One inch from the top of the page, flush with the left margin, type the subject of the correspondence as stated on the first page.  
Example:

SUBJECT: Revision of Correspondence Standards

- b. Letters - One inch from the top of the page, flush with the left margin, type the addressee's name and full address. If possible, place this identification on one line. Abbreviations may be used if appropriate. Examples:

Mrs. John Jones, 134 East Pine St., Selbyville, Ky.

or

Hon. Richard B. Randolph, U. S. Senate

19. Continuations. The body of a memorandum or letter is continued on second and succeeding pages, four spaces below the subject line or addressee identification. Plain stationery is always used.

A paragraph of three or fewer lines is not divided between pages. At least two lines of a divided paragraph appear on each page. In dividing a sentence between pages, at least two words of the sentence should appear on each page. In no case is a word divided between two pages.

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

If the body of a memorandum or letter is completed so near the bottom of a page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page. This is done so that the signature will not become separated from the text.

20. Signature and Title. Methods of indicating signatures and titles vary according to different correspondence formats. These methods are described in detail in Chapters II and III which deal with memorandums and letters.

21. Enclosures

- a. Listing Enclosures - Enclosures are listed two spaces below the signature title, beginning with the word "Enclosure" or "Enclosures" typed flush with the left margin. Immediately below and indented two spaces from the left margin, each enclosure is listed by number and briefly described. It is not necessary to number a single enclosure. Do not extend the description of an enclosure beyond the center of the page. Indicate enclosures on the original and all copies.

If an enclosure consists of more than one copy, the number of copies is shown in parentheses following the description of the enclosure. Enclosures forwarded under separate cover should be so identified.

The following illustrate typical enclosure listings:

Single enclosure:

Enclosure:

CIA Training Manual No. 6

Multiple enclosure:

Enclosures:

1. Form No. 30-4 (6 copies) (Now 237)
2. ODM letter 5 Jan. 1953
3. CIA Correspondence Handbook (2 copies - separate cover)

- b. Identifying Enclosures - Enclosures themselves are identified by the abbreviation "Encl." followed by the appropriate enclosure number. This identification is placed only on the first page or

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

cover of the document, in the lower right corner about  $\frac{1}{2}$  inch from the bottom of the page. It may be handwritten or typewritten. It is emphasized, however, that it should not be handwritten in ink or typewritten if there is a possibility that the enclosure may be referred to later by some other identification.

22. Copy Distribution. Three rules govern when to show copy distribution information on originals and copies:

- a. Do not show internal CIA distribution on any original or copy to be sent outside the Agency.
- b. On an original, courtesy copy, or information copy to be sent outside CIA, do not show the distribution of information copies for other agencies unless the dictating official desires to inform them that such distribution is being made.
- c. Indicate the distribution of only the information copies on the original, courtesy copy, and information copies of an internal memorandum prepared on plain bond, i.e., one addressed to, or prepared for the signature of, those addressees shown after Code 1 in Exhibit 1.

The format for showing copy distribution information depends upon whether the correspondence is on letterhead, plain bond, or Standard Form No. 64 (Office Memorandum). See Chapters II and III.

23. Originating Office Identification. This identification consists of the organizational symbol of the office originating the correspondence, the writer's name, the typist's initials, and the date the correspondence was dictated. This information is typed all on one line started flush with the left margin and two spaces below the last copy distribution designation. Standard organizational symbols are used. The writer's name is in initial caps, separated from the organizational symbol by a colon. The typist's initials are in lower case. The date is abbreviated and in parentheses. For example:

MS/RMD/RDB:JCBrown:abc (15 June 54)

The originator's telephone extension should also be shown whenever inclusion of this information will not jeopardize the security of operations. Place the extension immediately after the typist's

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

initials, separating it from the initials by a slash mark. For example:

MS/RMD:JCDoe:abc/3742 (1 Sept 54)

The originating office identification is never shown on the following:

- a. Original and copies sent outside the Agency.
- b. The original and courtesy copy of an internal memorandum prepared on plain bond, i.e., one addressed to, or prepared for the signature of those addressees shown after Code 1 in Exhibit 1.
- c. The original and copies of letters of commendation (except the signer's copy).

24. Defense Classification and Control Markings

- a. When Top Secret, Secret, and Confidential correspondence is typed, the classification will be marked on all pages and copies thereof, top and bottom by means of a red-inked rubber stamp, the type of which is noticeably larger than that of the type-written text. The classification marking will be spaced about  $\frac{1}{4}$  inch from the top and bottom of the page. (See next paragraph if a control statement will also be used.) Correspondence duplicated by any other means than typing shall have classification markings placed thereon in accordance with Regulation No. 10-305.
- b. When a control statement (such as "Not Releasable to Foreign Nationals") is used with a defense classification, place the appropriate statement immediately below the defense classification wherever it appears. When a control statement is used without a defense classification, place the statement about  $\frac{1}{4}$  inch from the top and bottom of each page.
- c. Correspondence containing classified information and furnished to authorized persons, in or out of Federal service, other than those in the executive branch, in addition to being marked as shown above will bear the following warning:

"This material contains information affecting  
the national defense of the United States  
within the meaning of the espionage laws,

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

Title 18, USC, Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."

This warning shall be stamped at the bottom of the first page of the original and all copies (including file copies, to indicate that the original was correctly marked). The text of this warning is about 3 1/8" wide by 3/4" deep. The first page of typing therefore should stop at about 1 1/2" from the bottom of the page if the warning is to be included. Stamps with this warning are available at Building Supply Rooms.

- d. Under certain circumstances correspondence can be automatically reclassified--e.g., after a specific event or date or upon removal of classified enclosures. The appropriate action shall be indicated by a rubber stamp available at Building Supply Rooms, or by including a statement in the final paragraph of the correspondence. If stamped, place the statement on the first page of the original and all copies, at the top or bottom in proximity with the defense classification marking.

Review, Concur-  
ences, Approvals

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

## Section E.

REVIEW, CONCURRENCES, APPROVALS, AND SIGNING AUTHORITY25. Indicating Review and Concurrences

- a. Indicating Review on Official File Copy - Officials other than the originator shall indicate their review by initialing above their organizational designation at the bottom of the yellow official file copy. The date of initialing should also be shown. The originator will initial over his typed name.
- b. Indicating Concurrences as an Integral Part of a Memorandum (Exhibit 2) - Concurrences may be indicated on the original and all copies of memorandums which will not leave the Agency, when it is desired that concurrences be made an integral part of the correspondence. This method is particularly desirable when considerable coordination or concurrence is necessary outside the originating office, or when the signing official or the recipient of the memorandum may desire a record of concurrences by the officials' surnames and titles.

To provide for these signatures, type the word "CONCURRENCES" flush with the left margin four spaces below the signature line. Beginning six lines below the word "CONCURRENCES" even with the left margin, type a solid line for the signature of the official from whom concurrence is desired. Beneath this line type the official's title. To the right of the signature line type a solid line for the date. Type the word "Date" beneath this line. Repeat this arrangement for each concurring signature desired. Leave six spaces between each signature line.

- c. Indicating Originator and Concurring Officials on Correspondence for Signature of the DCI or DDCI - In order that the Director or the Deputy Director of Central Intelligence may know who has prepared and concurred in correspondence for their signatures, one of the two copies forwarded for retention in their files will bear the signature and title of the originator and each concurring officer. The originator's and concurring officials' signatures should be identified by the words "ORIGINATED BY" and "CONCURRENCES" respectively. The second copy for retention in the files of the DCI or DDCI and all other Agency copies need not bear the signatures of the originator and concurring officials. Their typewritten names will suffice.



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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

26. Indicating Approval as an Integral Part of a Memorandum (Exhibit 2)

- a. To eliminate preparing additional correspondence at approving levels, a space for the approving official's signature may be provided on the original and all copies of a memorandum which will not leave the Agency. An approval line is indicated by the word "APPROVED" in all caps begun one or two spaces to the right of the center of the page, and six spaces below the last signature line. Two or three spaces to the right of "APPROVED" and on the same line type a solid line for the date. Center the word "Date" beneath the line. Six spaces below the date line and centered with respect to it, type in the approving official's name in all caps. Center his title beneath in initial caps only.
- b. Consider the following requirements when an approval line is used:
  - (1) In addition to the original (which is usually returned to the originating official for necessary action) prepare a copy for retention by the approving official. Furnish two copies if the approving official is the Director or one of his Deputies.
  - (2) Action of the approving official shall be indicated on all copies.
  - (3) Under no circumstances will information or file copies be distributed until action has been taken by the approving official.

27. Responsibility for Review and Concurrences

- a. Originating Official - It is the originating official's responsibility to secure all necessary review and concurrences within his organizational element, and to provide adequate routing of the correspondence to other offices for concurrence. "Provide adequate routing" includes a review of the assembled correspondence to ensure that routing slips bear the names of every office concerned.
- b. Reviewing Officials - Reviewing officials shall sign or initial originals or copies in the spaces provided. Qualified concurrences or nonconcurrences likewise shall be indicated, and the reasons therefor typed to the right of the official's signature

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

on the original and all copies of memorandums described in Paragraph 25b, and on all Agency copies described in Paragraph 25c. The reviewing official will also ensure that the copy for his office is not removed from the correspondence assembly since the memorandum is not an official document until signed. The copy for his office will be forwarded from the office of the signing official if the memorandum becomes official.

- c. Secretaries - It is the responsibility of secretaries at concurring levels to type the names of concurring officials, the date action was taken, and any notations of concurrence or qualified concurrence to each copy of a memorandum that will not leave the Agency. The concurring official's signature shall be indicated above his title in the following manner:

/s/ Raymond R. Ross  
Director of Logistics

28. Authority to Sign Correspondence. The authority to sign for the Director of Central Intelligence has been delegated by the Director to certain Agency officials. Other authorizations to sign correspondence have been delegated at Deputy Director, Assistant Director, Office Chief, and subordinate levels. The following general rules apply:

- a. Correspondence addressed horizontally shall be signed by an official at the same level as that of the addressee, or by a person to whom authority has been delegated.
- b. Correspondence directed upward shall be signed by or directed through the chief of the element immediately below that of the official to whom addressed.
- c. Correspondence directed downward shall be signed by or directed through the chief of the element immediately above that of the official to whom addressed.

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

6 SPACES  
SUBJECT: Procurement of Overnight Storage Desk Trays

4 SPACES  
It is therefore recommended that the verbal agreement described herein be concluded officially.

5 SPACES  
M. M. MATTHEWS  
Chief, Management Staff

4 SPACES  
CONCURRENCES:

Director of Security	Date
General Counsel	Date
APPROVED:	Date

6 SPACES BETWEEN EACH SIGNATURE LINE

U. R. WRIGHT  
Deputy Director  
(Support)

Distribution:  
Orig. and 2 - Addressee  
1 - D/S  
1 - OGC  
1 - C/MgtS

EXHIBIT 2

CONCURRENCES AND APPROVAL WITHIN A MEMORANDUM

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

Chapter II

MEMORANDUMS

Section A. GENERAL

29. Memorandums are used by CIA officials for interoffice and intra-office communications and to correspond with certain Federal agencies or their officials who likewise use the memorandum format in corresponding with CIA. When to use memorandums is outlined in Part I of Exhibit 1. Part II of this exhibit lists the types of stationery to use and requirements for copies. Further discussion of these elements in this chapter is considered unnecessary. Also, to avoid repeating standards common to each type of memorandum, frequent reference is made to previous paragraphs.
30. This chapter concerns the preparation of memorandums on letterhead stationery, plain bond, and Standard Form No. 64 (Office Memorandum). Three exhibits are provided:

Exhibit 3 - Memorandum on Letterhead

Exhibit 4 - Memorandum on Plain Bond

Exhibit 5 - Memorandum on Standard Form No. 64

Section B. MEMORANDUMS ON LETTERHEAD

Exhibit 3

31. Margins. See Paragraph 12.
32. "IN REPLY REFER TO." The use of this line is optional. See Paragraph 13.
33. Date. If it is appropriate to date the memorandum at the time of typing, place the date immediately below the "Refer to" line as shown in Exhibit 3. If a "Refer to" line is not used, type the date

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

on the fifth line below the last line of the letterhead, flush with the right margin. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 15 June 1954.

34. "MEMORANDUM FOR." Beginning at the left margin, type this heading in all caps, four spaces down from the date, if one has been inserted. If the date has not been typed, begin this heading 9 or 10 lines below the last line of the letterhead. Two spaces after the colon, insert the addressee's title. Continue the title across the page and on a second line if necessary, indenting the second line two spaces in from the beginning of the addressee's title.

Exhibit 3 illustrates a memorandum for only one addressee. However, a memorandum also may be addressed to two or more recipients if each has equal interest in the subject matter or equal authority to take action. In such a case the "MEMORANDUM FOR" line would appear as follows:

MEMORANDUM FOR: Administrative Officer, Office of Defense  
Mobilization  
Director, Federal Bureau of Investigation

The use of multiple addressee memorandums is encouraged to minimize preparation of individual correspondence.

35. "THROUGH" Line. A "THROUGH" line is rarely used in memorandums sent outside the Agency. When appropriate, however, an addressee may be indicated after the word "THROUGH" typed in all caps, even with the left margin and two spaces below "MEMORANDUM FOR." The through addressee is always shown as a title, and is placed in line with the "MEMORANDUM FOR" addressee.
36. "ATTENTION" Line. The use of an "ATTENTION" line in a memorandum is optional. It is used only when the dictating official desires to direct the correspondence to an office or official other than shown after "MEMORANDUM FOR." When used, the word "ATTENTION" is typed in all caps, even with the left margin and two spaces below "MEMORANDUM FOR" or "THROUGH" as the case may be. The addressee following "ATTENTION" may be addressed by name or title.
37. "SUBJECT" Line. The word "SUBJECT" typed in all caps two spaces below the last addressee line, and even with the left margin, introduces a brief statement of the subject of the memorandum. This statement is begun in line with the addressee or addressees listed

25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

in the foregoing "MEMORANDUM FOR," "THROUGH," or "ATTENTION" lines. The subject should be stated concisely, yet adequately enough to identify the correspondence. Capitalize the first and all other important words. Continue the subject across the page and on a second line, if necessary. Indent the second line two spaces.

38. "REFERENCE" Line. Reference to material related to the subject matter of a memorandum may be cited either in the text or in a "REFERENCE" line. Use of the latter is preferable when repeated reference to the same material may be necessary in the text, or when lengthy titles might tend to complicate sentence structure.

The reference line begins with the word "REFERENCE" or "REFERENCES" typed in all caps beginning at the left margin, two spaces below the subject line. Following this, references are listed with the first word of each reference aligned with the first word of the subject. If more than one reference is listed, designate each alphabetically by small letters in parentheses. A single reference is not so designated. Examples:

Single Reference

MEMORANDUM FOR: Administrative Officer, Office of Defense  
Mobilization

SUBJECT: Interagency Correspondence Standards

REFERENCE: Bureau of the Budget Circular No. 00 of  
10 Jan. 1953

Multiple Reference

MEMORANDUM FOR: Director, Federal Bureau of Investigation

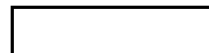
SUBJECT: Interagency Correspondence Standards

REFERENCES: (a) FBI memorandum of 8 June 1953 to CIA  
(b) Bureau of the Budget Circular No. 00 of  
10 June 1953

39. Text. The text of a memorandum begins four spaces below the last line of the "SUBJECT" or "REFERENCE" line as the case may be.

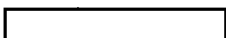
40. Line Spacing. See Paragraph 15.

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25X1

HANDBOOK



CORRESPONDENCE - GENERAL  
May 1955

25X1

41. Paragraphing. See Paragraph 16.
42. Page Numbering and Identification. See Paragraph 18.
43. Continuations. See Paragraph 19.
44. "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." The command (or authority) line is used only in memorandums when the individual signing has been delegated the authority to do so for a higher official. Officials signing for the Director will use "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." Command lines for lower echelons are similarly worded except for the official's title. The command line is typed in all caps, two lines below the last line of text and five spaces in from the left margin.
45. Signature and Title. The signer's name and title are shown five spaces below the last line of text or the command line. The name of the signer is typed in all caps, one or two spaces to the right of the center of the page. The title is typed immediately below the signer's name, in initial caps only, and centered with respect to the name of the signing official. Place the title on two lines if necessary to achieve the best appearance.
46. Enclosures. Note in Exhibit 3 the method of listing referenced material as an enclosure. See Paragraph 21 for further information on enclosures.
47. Distribution of Original and Copies. When it is desirable to indicate to an addressee outside the Agency that other outside parties or agencies are to receive copies, the recipients of copies are listed under "cc" on the original and every copy prepared. The distribution of the original and all other copies, however, is shown separately under the word "Distribution" only on copies retained in the Agency. Thus the distribution of copies outside the Agency is positively shown on copies retained. Also, this format aids mail handling by showing unquestionably whether or not a courtesy copy is being furnished.

To indicate external distribution of information copies, type "cc:" in lower case flush with the left margin, two lines below the title of the signing official or the enclosure listing. List the information addressees in the following manner, indicating those to receive enclosures:



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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

cc: Director, Federal Bureau  
of Investigation (with Encl. 1.)  
Director, Office of Defense  
Mobilization

To show the distribution of the original and all other copies, type the word "Distribution" flush with the left margin, two spaces below the last external information addressee. Immediately below "Distribution" list the original and copies in the following manner:

Distribution:

- Orig. and 1 - Addressee
- 1 - DD/S
- 1 - Exec. Reg. (with basic)
- 1 - Chrono

Again--this information is typed only on copies to be retained in the Agency. Paragraph 22, cites other rules governing when to show copy distribution information on originals and copies.

48. Originating Office Identification. "MS/RMD:JCLucas:dje/9876 (22 June 54)" as shown in Exhibit 3 denotes the originating office (MS/RMD), the originating official (JCLucas), the typist (dje), the originator's telephone extension if appropriate (9876), and the date the memorandum was dictated (22 June 54). Refer also to Paragraph 23.
49. Defense Classification and Control Markings. See Paragraph 24.

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

25X1

**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON 25, D. C.

9 SPACES

MEMORANDUM FOR: Administrative Officer, Office of Defense Mobilization

ATTENTION: Assistant Training Officer

SUBJECT: Interagency Correspondence Standards

REFERENCES: (a) ODM memorandum of 8 June 1954 to CIA  
(b) Bureau of the Budget Circular No. 00 of 10 Jan. 1954

4 SPACES

THE USE OF A "REFER TO" DESIGNATION IS OPTIONAL

IN REPLY REFER TO:  
MS/RMD  
15 June 1954

4 SPACES

3 SPACES

OMIT THE DATE WHENEVER THE SIGNING OF A MEMORANDUM MAY BE DELAYED. ALWAYS OMIT THE DATE WHEN PREPARING CORRESPONDENCE FOR THE SIGNATURE OF THE DCI OR HIS DEPUTIES.

1. References (a) and (b) indicate that there is considerable interest in establishing interagency correspondence standards, with particular emphasis on the format of memorandums. This Agency concurs in this concept, provided complete agreement can be reached among agencies so that only a few exceptions need be considered by letter writers and typists.

2. This memorandum represents the format used by the Central Intelligence Agency in corresponding with certain agencies and officials. Its principal features are:

- a. The "IN REPLY REFER TO" line is used at the discretion of the dictating official. Its use encourages correspondents to identify memorandums to which they are replying.
- b. THE "MEMORANDUM FOR" and "SUBJECT" lines are required standards. "ATTENTION" and "REFERENCE" lines are optional. When only one reference is cited it is not necessary to identify it alphabetically.
- c. In addition to being numbered, second and succeeding pages are identified approximately one inch from the top, by the subject line repeated from the first page.
- d. A command line, "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE" is provided whenever the individual signing the correspondence has been delegated authority to do so for the Director of Central Intelligence.

APPROXIMATELY 1"

EXHIBIT 3 (PART 1)

MEMORANDUM ON LETTERHEAD - FIRST PAGE

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

6 SPACES  
↑  
SUBJECT: Interagency Correspondence Standards  
4 SPACES  
↓  
3. The Agency appreciates your interest in standardizing correspondence formats. Additional material on this subject is enclosed and forwarded under separate cover.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

5 SPACES  
↑  
A. A. Adams  
Assistant Deputy Director  
(Support)

Enclosures: 2 SPACES  
↓  
1. Copy of reference (b)  
2. "How To Conserve Stenographic and Typing Skills" (Separate Cover)

1/ cc: Director, Federal Bureau  
of Investigation (with 2 encls.)

2/ Distribution:  
Orig. and 1 - Addressee (with 2 encls.)  
1 - DTR  
1 - ADD/S  
1 - Exec. Reg.  
1 - MS/RMD

2/ MS/RMD:JCLucas:dje/9876 (22 June 54)

-----

1/ TYPED ON ALL COPIES RETAINED IN CIA. TYPED ON THE ORIGINAL, THE COURTESY COPY, AND EXTERNAL CIA INFORMATION COPIES IF DICTATOR SO DESIRES.

2/ TYPED ONLY ON ALL COPIES RETAINED IN CIA.

-----

2

ABOUT 1/2"

EXHIBIT 3 (PART II)

MEMORANDUM ON LETTERHEAD - SECOND PAGE

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

Section C. MEMORANDUMS ON PLAIN BOND  
Exhibit 4

50. Margins. See Paragraph 12.
51. Date. If it is appropriate to date the memorandum at the time of typing, place the date nine spaces down from the top of the page. The last numeral should end at the right margin. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 17 May 1954.
52. "MEMORANDUM FOR." The heading "MEMORANDUM FOR" in all caps is begun even with the left margin, four spaces down from the date, if one has been typed in. If the date is not shown, begin "MEMORANDUM FOR" about 13 lines down from the top of the page. Two spaces after the colon insert the addressee's title. Continue the title across the page and on a second line if necessary, indenting the second line two spaces in from the beginning of the addressee's title.
53. Multiple Addressee Memorandums. Exhibit 4 illustrates a memorandum for only one addressee. However, memorandums are often addressed to two or more Headquarters addressees if each has equal interest in the subject matter or equal authority to take action. In such cases the "MEMORANDUM FOR" line would appear as follows:

MEMORANDUM FOR: Director of Training  
Assistant Director for Collection and  
Dissemination

If it is not practical to list all the addressees after "MEMORANDUM FOR," follow this heading with "Addressees Listed." List these addressees immediately after the heading "Addressee Distribution" which is placed flush with the left margin, two spaces below the title of the signing official or enclosure listing. Indent the addressee titles two spaces in from the margin. If two lines are required for a title, indent the second line an additional two spaces. A multiple addressee listing together with the other distribution designations would appear as follows:

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

... would appreciate your comments on the proposed Handbook prior to 18 June 1954.

M. M. MASTERS  
Chief, Management Staff

Enclosure:  
Proposed Correspondence Handbook

Addressee Distribution:  
Director of Training-3  
Director of Personnel-3  
Director of Communications-2  
Director of Security-3  
Etc.

cc: Comptroller  
General Counsel

Distribution:  
Addressees above (with encl.)  
MS/RMD  
C/MgtS (Chrono)

When this format is used include under "Addressee Distribution" only those officials having equal interest in the subject matter or equal authority to take action. List information addressees under "cc."

The use of multiple addressee memorandums is encouraged to minimize preparation of individual correspondence.

54. Memorandum for the Record. Memorandums prepared exclusively to record telephone conversations and other information of a record nature should be identified by the heading "MEMORANDUM FOR THE RECORD." The subject line that follows will identify the type of information recorded.
55. "THROUGH" Line. A "THROUGH" line may be used in transmitting Headquarters memorandums. When used, "THROUGH" is typed in all caps, even with the left margin and two spaces below "MEMORANDUM FOR."

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[ ]CORRESPONDENCE - GENERAL  
May 1955

25X1

After the word "THROUGH" and in line with the "MEMORANDUM FOR" addressee, type in the title of the official through whom the correspondence will be forwarded.

56. "ATTENTION" Line. Exhibit 4 does not illustrate the use of an attention line; however, memorandums on plain bond may be addressed in this manner. Paragraph 36 and Exhibit 3 describe the use of an attention line.
57. "SUBJECT" Line. See Paragraph 37.
58. "REFERENCE" Line. Although Exhibit 4 does not illustrate the use of a reference line, material related to the subject matter could have been cited in that manner. Paragraph 38 and Exhibit 3 give the format for using a reference line.
59. Text. The text of a memorandum begins four spaces below the last line of the "SUBJECT" or "REFERENCE" line as the case may be.
60. Line Spacing. See Paragraph 15.
61. Paragraphing. See Paragraph 16.
62. Page Numbering and Identification. Exhibit 4 illustrates a single page memorandum. If it had been necessary to continue this memorandum on additional pages, each would have been identified as described in Paragraph 18.
63. Continuations. See Paragraph 19.
64. Command Line. Exhibit 4 does not illustrate the use of a command line. However, under certain circumstances one is used in memorandums addressed to Headquarters addressees. Paragraph 44 describes the use of a command line.
65. Signature and Title. See Paragraph 45.
66. Enclosures. Note in Exhibit 4 that a single enclosure is not identified by a number. Refer to Paragraph 21 for further information.
67. Distribution of Original and Copies. When it is desirable to indicate to the addressee of a memorandum on plain bond that other Agency officials are to receive information copies, the recipients

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

of information copies are listed under "cc" on the original and every copy. The distribution of the original and all other copies, however, is shown separately under the word "Distribution," and only on copies other than the original, the courtesy copy (if any), and information copies. Thus copies retained for record purposes show positively whether information addressees were listed on the original. Also, this format aids mail handling by showing unquestionably whether or not a courtesy copy is being furnished.

To indicate the distribution of information copies, type "cc" in lower case flush with the left margin, two lines below the title of the signing official or the enclosure listing. List the information addressees in the following manner, indicating those to receive enclosures:

cc: Director of Security (with encl.)  
Director of Logistics

To show the distribution of the original and all other copies, type the word "Distribution" flush with the left margin, two spaces below the last information addressee. Immediately below "Distribution" list the original and copies in the following manner:

Distribution:  
Orig. and 1 - Addressee  
1 - MS/RMD  
1 - C/MS (Chrono)

Again--this information is not shown on the original, courtesy copy, or information copies. Paragraph 22 cites other rules governing when to show copy distribution information on originals and copies.

68. Originating Office Identification. "CTB/TR:EFGreen:rst/3742 (23 Jan. 54)" as shown in Exhibit 4 denotes the originating office (CTB/TR), the originating official (EFGreen), the typist (rst), the originator's telephone extension if appropriate (3742), and the date the memorandum was dictated (23 Jan. 54). Refer also to Paragraph 23.
69. Defense Classification Markings. See Paragraph 24.

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

<p>13 SPACES</p> <p>MEMORANDUM FOR: Assistant Deputy Director (Support)</p> <p>THROUGH: Chief, Management Staff</p> <p>SUBJECT: Revised CIA Correspondence Handbook</p> <p>4 SPACES</p> <p>1. As requested in your memorandum of 9 January 1954, our clerical training staff has reviewed the first draft of the proposed revised CIA Correspondence Handbook. From this review there evolved the following recommendations regarding memorandum format:</p> <p style="padding-left: 40px;">a. Increase the space between the subject line and the text from two typing lines to four lines on second pages.</p> <p style="padding-left: 40px;">b. Indent the command line five spaces from the left margin.</p> <p>2. Editorial notes have been made in the enclosed copy.</p> <p>5 SPACES</p> <p>O. K. LETTERWRITER Deputy Director of Training</p> <p>Enclosure: 2 SPACES First Draft of CIA Correspondence Handbook</p> <p>1/ cc: Inspector General</p> <p>2/ Distribution: Orig. and 1 - Addressee 1 - C/Mgt/S 1 - DTR (Chrono) 1 - CTB/TR</p> <p>2/ CTB/TR:EFGreen:rst/3742 (23 Jan 54)</p>	<p>9 SPACES</p> <p>OMIT THE DATE WHENEVER THE SIGNING OF A MEMORANDUM MAY BE DELAYED.</p> <p>23 January 1954</p> <p>4 SPACES</p> <p>1/ TYPED ON THE ORIGINAL AND ALL COPIES.</p> <p>2/ NOT TYPED ON THE ORIGINAL. COURTESY COPY, OR INFORMATION COPIES.</p>
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EXHIBIT 4  
MEMORANDUM ON PLAIN BOND



25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

Section D. MEMORANDUMS ON STANDARD FORM NO. 64  
(Office Memorandum) Exhibit 5

70. Margins. The width of margins on Standard Form No. 64 is governed by the headings "To," "From," and "Subject" preprinted on the stationery. The left margin is therefore placed two spaces after the colon following the word "TO." The right margin should be approximately the same width.
71. Date. If it is appropriate to date the memorandum at the time of typing, place the date after the printed caption in the upper right corner. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 16 June 1954.
72. "TO" Line. On the "TO" line, starting two spaces after the colon, type the title of the addressee. If two lines are required, indent the second line two spaces.
73. "ATTN" Line. If used, an attention line is denoted by the abbreviation "ATTN" typed in all caps even with and centered between the "TO" and "FROM" lines. The colon after "ATTN" is placed in line with the other colons of the heading. On the "ATTN" line, starting two spaces after the colon, type the title of the addressee.
74. "THRU" Line. If it is desired to forward the memorandum through another office or official, denote this by placing "THRU" followed by the title of the addressee, in lieu of "ATTN" as shown in Exhibit 5.
75. "FROM" Line. On the "FROM" line, starting two spaces after the colon, type the title of the official who will sign the memorandum.
76. "REF" Line. Although Exhibit 5 does not illustrate the use of a reference line, material related to the memorandum can be cited in a line preceded by the abbreviated heading "REF" placed two spaces below, and in line with, the word "SUBJECT." For example:

SUBJECT: Correspondence Training Material

REF : CIA Correspondence Handbook, Chapter II

*See Page 21, Paragraph 21.*  
*Law*

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

- 25X1
77. Text. The text of a memorandum on Standard Form No. 64 begins four spaces below the last line of the "SUBJECT" or "REF" line, as the case may be.
78. Paragraphing. See Paragraph 16.
79. Page Numbering and Identification. Exhibit 5 illustrates a single page memorandum. If it had been necessary to continue the text on additional pages, each would have been identified as described in Paragraph 18.
80. Continuations. See Paragraph 19.
81. Signature. Five spaces below the last line of text, and one or two spaces to the right of the center of the page, type the name only of the official who is to sign the memorandum. The name is typed in all caps. No title appears after the name when the "FROM" line contains this identification.
82. Enclosures. See Paragraph 21.
83. Distribution of Original and Copies. Distribution information may be shown on the original as well as all copies of memorandums prepared on Standard Form No. 64. Type the word "Distribution" flush with the left margin, two lines below the signer's name or the enclosure listing. Immediately below "Distribution" list the original and copies in the following manner:

Distribution:

- Orig. - Addressee  
1 - D/LO (with encl.)  
1 - C/MS  
1 - MS/RMD/R&CMB

If it is not desirable to show distribution information on the original, follow the procedure given in Paragraph 67.

84. Originating Office Identification. "MS/RMD/R&CMB:HIJones:uvw/3456 (15 March 54)" as shown in Exhibit 5 denotes the originating office (MS/RMD/R&CMB), the originating official (HIJones), the typist (uvw), the originator's telephone extension if appropriate (3456), and the date the memorandum was dictated (15 March 54). Refer also to Paragraph 23.

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

Originating office identification may be shown on the original as well as all copies.

85. Defense Classification and Control Markings. See Paragraph 24.

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

25X1

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training  
 ATTN : Chief, Management Training Division  
 FROM : Chief, Management Staff

DATE: 16 March 1954

OMIT THE DATE WHENEVER  
 THE SIGNING OF A MEMO-  
 RANDUM MAY BE DELAYED.

SUBJECT: Correspondence Training Material

4 SPACES

1. Recent discussions with members of your Clerical Training Staff indicated that stenographers and typists find it difficult to determine when to use letterhead, plain bond, or Standard Form No. 64 (Office Memorandum) stationery in the preparation of memorandums.

2. In an effort to solve this problem the Management Staff has developed a guide in chart form. Titles of addressees who receive CIA correspondence form the primary index of this guide. From this index, personnel originating correspondence can readily determine which format to use (memorandum or letter), the types of stationery, and the number and types of copies required.

3. A copy of this guide is enclosed for your review. This Staff will be glad to provide additional copies if its use is considered appropriate for training purposes. It is anticipated that the guide will be included as an exhibit in the CIA Correspondence Handbook presently under revision. Your opinion of this proposal would be appreciated.

5 SPACES

JOHN J. JOHNSON

2 SPACES

Enclosure: Exhibit 1 of Proposed CIA  
 Correspondence Handbook

\* Distribution:  
 Orig. - Addressee  
 1 - D/LO  
 1 - C/MS  
 1 - MS/RMD/R&CMB

\* MS/RMD/R&amp;CMB:HIJones:uvw/3456 (15 March 54)

*Mqts/RMS*

\* MAY BE TYPED ON THE ORIGINAL AND COURTESY COPY (IF ANY).

EXHIBIT 5

MEMORANDUM ON STANDARD FORM NO. 64

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10/1/74

Approved For Release 2003/08/04 : CIA-RDP74-00005R000200060047-6

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

## Chapter III

## LETTERS

## Section A. GENERAL

86. The letter form of correspondence is used by CIA officials to communicate with Government agencies or their officials, and private individuals and organizations, whenever use of the memorandum form is inappropriate. When to use the letter form is outlined in Part I of Exhibit 1. In addition, Part II of this exhibit lists the types of stationery to use and requirements for copies. Further discussion of these elements in this chapter is considered unnecessary. Also, to avoid repeating style standards previously discussed in this Handbook, frequent reference will be made to paragraphs in Section D of Chapter I.
87. Exhibit 6, illustrates the format of a letter addressed to a private individual. However, the format of this sample is equally appropriate to letters addressed to Government officials or agencies.

## Section B. FORMAT AND STYLE

88. Margins. The finished letter should have a well-balanced appearance. Consider carefully the length of the message, then adjust the margins according to the guide shown in Paragraph 12.
89. "IN REPLY REFER TO." The use of this line is optional. See Paragraph 13.
90. Date. If it is appropriate to date the letter at the time of typing, place the date immediately below the "Refer to" line as shown in Exhibit 6. If a "Refer to" line is not used, type the date five spaces below the last line of the letterhead, flush with the right margin. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 12 June 1954.

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

25X1

91. Special Mailing Requirements. Type in all caps any instructions for special handling, such as: SPECIAL DELIVERY, AIR MAIL, and REGISTERED MAIL. Place these instructions two spaces above the address, flush with left margin.
92. Address. Type the address in block form five spaces down from the date if one has been inserted. If the date is not typed, begin the address ten spaces below the last line of the letterhead. Use single spacing. Whenever possible, confine the address to not more than four lines. A two-line address may be doubled spaced, or increased to three lines single spaced by placing the town and State on separate lines.

Write a firm name as it appears on the letterhead used by the correspondent. The administrative title of the person addressed is normally placed on the second line and not on the same line with the name. When it is necessary to continue a name or title to a second line, indent the carry-over two spaces. Example:

Mr. N. B. Smith  
Chief, Regional Budget and  
Accounting Office  
Blank Typewriter Company  
Chicago 8, Illinois

Streets designated by number should be spelled out if under two digits, as well as the words "Street," "Avenue," etc. Type the name of the city and State on the same line, with a comma between them. Include postal zone numbers, if available.

93. "Attention" Line. An attention line may be required for the proper delivery of a letter to a person other than the addressee. Type the word "Attention," followed by a colon and the name or title of the person, two spaces below the last line of the address and flush with the left margin.
94. Salutation. Type the salutation two spaces below the address (or attention line, if used) flush with the left margin, followed by a colon. Section C of this chapter lists salutations most commonly used in CIA correspondence.

The name used in the salutation is the person or firm addressed, and not the person referred to in the attention line.

~~CONFIDENTIAL~~

25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

- 25X1
95. Body. Begin the body of the letter two spaces below the salutation line. Short letters of only one paragraph or one sentence may be doubled spaced. Type longer letters single space and double space between paragraphs.

Primary paragraphs are indented five spaces but are not numbered. Subparagraphs should be avoided; however, when their use is appropriate, they are indented and identified by letters and numerals as described in Paragraph 16.

96. Page Numbering and Identification. See Paragraph 18.
97. Continuations. See Paragraph 19.
98. Complimentary Close. Type the complimentary close two spaces below the last line of the body of the letter, beginning one or two spaces to the right of the center of the page. Section C of this chapter lists complimentary closes most commonly used in CIA correspondence.
99. Signature and Title. Type the name of the signing official five spaces below, and centered with respect to, the complimentary close. Center the official's title immediately below his name. Place the title on two lines if necessary to achieve the best appearance. The official's name and title are typed in initial caps only.
100. Enclosure. Note in Exhibit 6 that the single enclosure is not identified by a number. Refer to Paragraph 21 for further information.
101. Distribution of Original and Copies. When it is desirable to indicate to an addressee outside the Agency that other outside parties or agencies are to receive copies, the recipients of copies are listed under "cc" on the original and every copy prepared. The distribution of the original and all other copies, however, is shown separately under the word "Distribution" only on copies retained in the Agency. Thus the distribution of copies outside the Agency is positively shown on copies retained. Also, this format aids mail handling by showing unquestionably whether or not a courtesy copy is being furnished.

To indicate external distribution of information copies, type "cc:" in lower case flush with the left margin, two lines below the title



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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

of the signing official or the enclosure listing. List the information addressees in the following manner, indicating those to receive enclosures:

cc: Comptroller General (with Encl. 1)  
Postmaster General

To show the distribution of the original and all other copies, type the word "Distribution" flush with the left margin, two spaces below the last external information addressee. Immediately below "Distribution" list the original and copies in the following manner:

Distribution:

Orig. and 1 - Addressee  
1 - DD/S  
1 - Exec. Reg. (with basic)  
1 - Chrono.

Again--this information is typed only on copies to be retained in the Agency. Paragraph 22 cites other rules governing when to show copy distribution information on originals and copies.

102. Originating Office Identification. "CTB/TR:ABConrad:tuv/2468 (21 April 54)" as shown in Exhibit 6 denotes the originating office (CTB/TR), the originating official (ABConrad), the typist (tuv), the originator's telephone extension if appropriate (2468), and the date the letter was dictated (21 April 54). Refer also to Paragraph 23.
103. Defense Classification and Control Markings. See Paragraph 24.

~~CONFIDENTIAL~~

25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON 25, D. C.

THE USE OF A "REFER TO" DESIGNATION IS OPTIONAL.

IN REPLY REFER TO:  
CTB/TR  
22 April 1954

OMIT THE DATE WHENEVER THE SIGNING OF A LETTER MAY BE DELAYED. ALWAYS OMIT THE DATE WHEN PREPARING CORRESPONDENCE FOR THE SIGNATURE OF THE DCI OR HIS DEPUTIES.

3 SPACES

10 SPACES

5 SPACES

AIR MAIL

Dean Warren J. Peters  
School of Government  
Thomas Jefferson University  
Philadelphia 10, Pennsylvania

Attention: Dr. Lucius Day

Dear Dean Peters:

Thank you for your letter of 16 April 1954 in which you described your school's plans for conducting a course in correspondence management. Your letter was particularly timely and interesting since this Agency recently instituted a correspondence management program. This program has two main objectives:

- a. Provide style standards and uniform practices for the efficient preparation and handling of Agency correspondence.
- b. Improve the skill of letter writers, stenographers, and typists.

Published guides, both our own and those developed by other organizations, are being used. The enclosed pamphlet is a guide we recently published. You may be interested in knowing that other publications used can be procured from the Government Printing Office at a nominal cost. These are:

"Getting Your Ideas Across Through Writing"  
"Easier Typing"  
"How Does Your Writing Read?"  
"How To Conserve Stenographic and Typing Skills"

We conduct a continuing training program for our stenographers and typists in addition to providing them with written guides. Entrance-on-duty as well as refresher course are offered.

APPROXIMATELY 1"

EXHIBIT 6 (PART 1)  
LETTER FORMAT - FIRST PAGE

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

6 SPACES  
----- Dean W. J. Peters, Thomas Jefferson Univ., Phila., Penna.

4 SPACES  
----- The Agency joins me in wishing you success with the proposed  
correspondence management curriculum. Please call upon us if we can  
be of further service.

2 SPACES  
----- Very truly yours,

5 SPACES  
----- Walter P. McConaughey  
Director of Training

2 SPACES  
Enclosure: -----  
Pamphlet, "Correspondence Management"

1/ cc: Dean, American University School  
of Government (with encls.)

2/ Distribution:  
Orig. - Addressee  
1 - C/MS  
1 - DTR (with basic)  
1 - CTB/TR

2/ CTB/TR:ABConrad:tuv/2468 (21 April 54)

-----

1/ TYPED ON ALL COPIES RETAINED IN CIA. TYPED ON THE ORIGINAL, THE COUR-  
TESY COPY, AND EXTERNAL CIA INFORMATION COPIES IF DICTATOR SO DESIRES.

2/ TYPED ONLY ON ALL COPIES RETAINED IN CIA.

-----

2  
ABOUT 1/2"

EXHIBIT 6 (PART II)  
LETTER FORMAT - SECOND PAGE

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

## Section C

## FORMS OF ADDRESS, SALUTATION, AND COMPLIMENTARY CLOSE

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE <u>1/</u>
The President	The President The White House Washington 25, D. C.	Dear Mr. President:  Respectfully yours,
The Vice President	The Vice President United States Senate Washington 25, D. C.	Dear Mr. Vice President:  Respectfully yours,
Secretary to the President	Honorable (full name) Secretary to the President The White House Washington 25, D. C.	Dear Mr. (surname):.  Sincerely yours,
American Ambassador (man)	Honorable (full name) American Ambassador (Complete address) <u>2/</u>	Dear Mr. Ambassador:  Very truly yours,
American Ambassador (woman)	Honorable (full name) American Ambassador (Complete address) <u>2/</u>	Dear Madam Ambassador:  Very truly yours,
American Minister (man)	Honorable (full name) American Minister (Complete address) <u>2/</u>	Dear Mr. Minister:  Very truly yours,
American Minister (woman)	Honorable (full name) American Minister (Complete address) <u>2/</u>	Dear Madam Minister:  Very truly yours,

1/ If the Director or Deputy Director of Central Intelligence is signing, the complimentary close is "Sincerely." EXCEPTION: Letters addressed to The President or Vice President carry "Respectfully yours."

2/ If the diplomatic representative is an Ambassador, the office is called an Embassy. If the representative is a minister, the office is a Legation.

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
American Consul, Consul General, or Vice Consul	(Full name), Esq. American Consul (Complete address)	Dear Mr. (surname):  Very truly yours,
Diplomatic Representa- tive (foreign)	His Excellency (Name) Ambassador (or Minister) of (country) (Complete address) <u>1/</u>	Dear Mr. Ambassador: or Dear Mr. Minister:  Very truly yours,
President of the Senate	Honorable (full name) President of the Senate Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Committee Chairman United States Senate	Honorable (full name) Chairman, Committee on (name) United States Senate Washington 25, D. C.	Dear Senator (surname):  Very truly yours,
Senator	Honorable (full name) United States Senate Washington 25, D. C.	Dear Senator (surname):  Very truly yours,
Speaker of the House of Representatives	Honorable (full name) Speaker of the House of Representatives Washington 25, D. C.	Dear Mr. Speaker:  Very truly yours,
Committee Chairman House of Representa- tive	Honorable (full name) Chairman, Committee on (name) House of Representa- tives Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,

1/ If the diplomatic representative is an Ambassador, the office is called an Embassy. If the representative is a minister, the office is a Legation.

25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Representative	Honorable (full name) House of Representa- tives Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
The Chief Justice	The Chief Justice The Supreme Court Washington 25, D. C.	Dear Mr. Chief Justice:  Very truly yours,
Justice of the Supreme Court	Mr. Justice (full name) The Supreme Court Washington 25, D. C.	Dear Mr. Justice (sur- name): Very truly yours,
Judge	Honorable (full name) Judge of the (name of court) (Street address) (City, zone, State)	Dear Judge (surname):  Very truly yours,
Secretary of State	The Honorable The Secretary of State Washington 25, D. C. or The Honorable (full name) The Secretary of State Washington 25, D. C.	Dear Mr. Secretary:  Very truly yours,  Dear Mr. (surname):  Very truly yours,
Postmaster General	The Honorable The Postmaster General Washington 25, D. C. or The Honorable (full name) The Postmaster General Washington 25, D. C.	Dear Mr. Postmaster Gen- eral: Very truly yours,  Dear Mr. (surname):  Very truly yours,

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Attorney General	The Honorable The Attorney General Washington 25, D. C. or The Honorable (full name) The Attorney General Washington 25, D. C.	Dear Mr. Attorney Gen- eral: Very truly yours,  Dear Mr. (surname):  Very truly yours,
Secretary of Defense	The Honorable The Secretary of Defense Washington 25, D. C. or The Honorable (full name) The Secretary of Defense Washington 25, D. C.	Dear Mr. Secretary:  Very truly yours,  Dear Mr. (surname):  Very truly yours,
Secretary of the Army Secretary of the Navy Secretary of the Air Force	Honorable (full name) Secretary of the (service) Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Under Secretary of (any Department)	The Honorable (full name) The Under Secretary of _____ Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Assistant Secretary of (any Department)	The Honorable (full name) The Assistant Secretary of _____ Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Director of the Bureau of the Budget	Honorable (full name) Director, Bureau of the Budget Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,

## HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
The Comptroller General	Honorable (full name) The Comptroller General of the United States Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Civil Service Commission	Civil Service Commission Washington 25, D. C.	Commissioners:  Very truly yours,
Head of an Independent Agency	Honorable (full name) Administrator (Name of agency) Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
The Public Printer	Honorable (full name) The Public Printer Government Printing Office Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
President of a Board	Honorable (full name) President (Name of board) Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Chairman of a Board	Honorable (full name) Chairman (Name of board) Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Chairman of a Commission	Honorable (full name) Chairman (Name of commission) Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Chief of Staff (Army or Air Force)	General (full name) Chief of Staff United States Army (or Air Force) Washington 25, D. C.	Dear General (surname):  Very truly yours,



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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

25X1

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Chief of Naval Operations	Admiral (full name) Chief of Naval Operations United States Navy Washington 25, D. C.	Dear Admiral (surname):  Very truly yours,
Judge Advocate General, Navy	(Full rank and name) Judge Advocate General United States Navy Washington 25, D. C.	Dear Admiral (surname):  Very truly yours,
Judge Advocate General, Army or Air Force	(Full rank and name) Judge Advocate General United States Army (or Air Force) Washington 25, D. C.	Dear General (surname):  Very truly yours,
Commandant (USMC)	The Commandant United States Marine Corps Headquarters, USMC Washington 25, D. C.	Dear General (surname):  Very truly yours,
Commissioned Officer - Admiral through Com- mander (Navy and Coast Guard); Gen- eral through 2d Lt. (Army, Air Force, USMC)	(Full rank and name) <sup>1/</sup> (Position or organiza- tion title if known) (Name of station) (City, State)	Dear (rank and sur- name): <sup>2/</sup>  Very truly yours,
Commissioned Officer - Lt. Commander through Ensign (Navy and Coast Guard)	(Full rank and name) <sup>1/</sup> (Position or organiza- tion title if known) (Name of station) (City, State)	Dear Mr. (surname):  Very truly yours,

<sup>1/</sup> Include service designation (i.e., USA, USAF, USN, USCG, USMC) if appropriate.

<sup>2/</sup> Address a Lt. Colonel as "Colonel," a 1st or 2d Lieutenant as "Lieutenant."

## HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Warrant Officer (Army, Air Force, Navy, Coast Guard, USMC)	(Full rank and name) (Position or organization title if known) (Name of station) (City, State)	Dear Mr. (surname):  Very truly yours,
Enlisted Man or Woman (Navy and Coast Guard)	(Full name) (rank) (Number and organization) (Name of station) (City, State)	Dear Mr., Miss, or Mrs. (surname):  Very truly yours,
Enlisted Man or Woman (Army, Air Force, USMC)	(Full rank and name) (Number and organization) (Name of station) (City, State)	Dear (rank and surname): <u>1/</u>  Very truly yours,
Governor of a State or Territory	Honorable (full name) Governor of (State or Territory) (City, State)	Dear Governor (surname):  Very truly yours,
Mayor	Honorable (full name) Mayor of the City of (name) (City, State)	Dear Mayor (surname):  Very truly yours,
Catholic Cardinal	His Eminence (first name) Cardinal (last name) Archbishop of (city) (Street address) (City, zone, State)	Your Excellency:  Very truly yours,

1/ A Basic, or 1st, 2d, or 3d Class Airman (USAF) is addressed as "Airman." A Staff, Technical, or Master Sergeant is addressed as "Sergeant." Address a Private, First Class as a "Private."

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

25X1

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Catholic Bishop	The Most Reverend (full name) Bishop of (city) (Street address) (City, zone, State)	Dear Bishop (surname):  Very truly yours,
Episcopal Bishop	The Right Reverend (full name) Bishop of (diocese) (Street address) (City, zone, State)	Dear Bishop (surname):  Very truly yours,
Methodist Bishop	The Very Reverend (full name) (Street address) (City, zone, State)	Dear Bishop (surname):  Very truly yours,
Protestant Minister	Reverend (full name) (Name of church) (Street address) (City, zone, State)	Dear Mr. (surname):  Very truly yours,
Catholic Priest	Reverend (full name) (Name of rectory) (Street address) (City, zone, State)	Dear Father (surname):  Very truly yours,
Rabbi	Rabbi (full name) (Name of synagogue) (Street address) (City, zone, State)	Dear Rabbi (surname):  Very truly yours,
Sister	Sister (full name) (Name of institution) (Street address) (City, zone, State)	Dear Sister (name):  Very truly yours,
Doctor President of a University	Dr. (full name) President (Name of university) (Street address) (City, zone, State)	Dear Dr. (surname):  Very truly yours,

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Dean of a School	Dean (full name) School of (name) The University of (name) (City, zone, State)	Dear Dean (surname):  Very truly yours,
Professor	Professor (full name) (Name of school) (Street address) (City, zone, State)	Dear Professor (surname):  Very truly yours,
Physician	Dr. (full name) (Street Address) (City, zone, State)	Dear Dr. (surname):  Very truly yours,
Lawyer	Mr. (full name) (Street address) (City, zone, State)	Dear Mr. (surname):  Very truly yours,
Private Individuals	Mr. (full name) Mrs. (full name) Miss (full name) Messrs. (full names) Mesdames (full names) Misses (full names) Mr. and Mrs. (husband's full name) (Street address) (City, zone, State)	Dear Mr. (surname): Dear Mrs. (surname): Dear Miss (surname): Dear Messrs. (surnames): Dear Mesdames (surnames): Dear Misses (surnames): Dear Mr. and Mrs. (sur- name):  Very truly yours,

Correspondence

~~CONFIDENTIAL~~HANDBOOK  
[ ]CORRESPONDENCE - GENERAL  
May 1955

25X1

## Chapter IV

## PREPARATION OF TOP SECRET CORRESPONDENCE

104. Policy. Top Secret information must be protected from the instant it is prepared. This rule applies to material in the draft stage as well as final copies. As soon as the defense classification Top Secret is assigned, all precautions and controls for safeguarding the material must be followed. Stenographic and clerical personnel have a singularly important responsibility in this respect since they initiate the make-up of Top Secret documents. Without exception, they should always be sure that all Top Secret documents received by their office or transferred from their custody are always logged by the Area Top Secret Control Officer, who is available to help and advise on any Top Secret matter.
105. Format. The format for Top Secret correspondence is generally the same as that prescribed in preceding chapters except as hereinafter described.
106. Top Secret Control Identification Markings. Each copy of every page of Top Secret correspondence shall be identified by the following:
- a. Top Secret Control Number - Obtain a Top Secret control number from your Area Top Secret Control Officer. Type "CIA Control No. \_\_\_\_" in the lower right corner, about an inch and a half from the bottom of the page.
  - b. Stage of Preparation - Enter the stage of preparation immediately below the control number (which will remain the same through all stages). These stages are:
    - (1) Draft - Indicate whether "1st Draft," "2d Draft," etc.
    - (2) Final - The first run of a document in final form is indicated as "Final-A." Successive runs without change are identified as "Final-B," "Final-C," etc.
    - (3) Revision - Changes in the content of a basic document are shown as "1st Revision," "2d Revision," etc.
  - c. Copy Number - Enter "Copy No. \_\_\_\_ of \_\_\_\_" immediately below the stage of preparation.

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

Identification markings a, b, and c above thus will appear as a group in the lower right corner of every page of each copy. A typical grouping would appear as:

CIA Control No. 023456  
Final-A  
Copy No. 5 of 6

107. Page Numbering. Enter "Page No. \_\_\_\_ of \_\_\_\_" at the bottom of each page, centered about  $\frac{1}{2}$ " to  $\frac{3}{4}$ " from the lower edge, allowing sufficient room below for the Defense Classification (and control statement, if used).

108. Enclosures

a. Listing Enclosures

- (1) Enclosures which are unclassified or classified through Secret are listed as shown in Paragraph 21.
- (2) Top Secret enclosures are listed in the following manner:

Enclosures:

1. CIA TS Control No. 123456, 1st Revision,  
Copy No. 2
2. CIA TS Control No. 09874, Final-A,  
Copy No. 6

b. Identifying Enclosures - Each enclosure to a Top Secret document will be identified on each page in the lower right corner as follows:

"Enclosure No. \_\_\_\_ to CIA TS Control No. \_\_\_\_"

Every page of each enclosure will be paginated as "Page No. \_\_\_\_ of \_\_\_\_" at the bottom in the center about  $\frac{1}{2}$ " to  $\frac{3}{4}$ " from the lower edge.

If the enclosure is a Top Secret document, enter "Enclosure No. \_\_\_\_ to CIA TS Control No. \_\_\_\_" above the TS control identification markings already appearing in the lower right corner of each page.

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

109. Distribution. The distribution of the original and copies of Top Secret correspondence is shown on all copies retained in the Agency. To indicate this distribution, type the word "Distribution" flush with the left margin, two lines below the last line of the memorandum or letter (i.e., either the signature, title, or enclosures listing). Immediately below the word "Distribution" list the recipients of the original and each copy of the correspondence. For example:

Distribution:

Copy No. 1 and 2 - Addressee  
3 - C/YY  
4 - C/ZZ  
5 - C/XX  
6 - RI

110. Top Secret Control. After Top Secret correspondence has been prepared, all controls for Top Secret material must be initiated. Consult your Area Top Secret Control Officer for the proper procedure to be followed.



Approved For Release 2003/08/04 : CIA-RDP74-00005R000200060047-6

for DCI & LDCI

Approved For Release 2003/08/04 : CIA-RDP74-00005R000200060047-6

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL

Revised 20 June 1958

Chapter V

CORRESPONDENCE PREPARED FOR THE THE SIGNATURE OR THE  
ATTENTION OF THE DIRECTOR OR DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

Correspondence prepared for the Director or Deputy Director of Central Intelligence generally conforms to the format standards set forth in preceding chapters except as hereinafter described.

111. Stationery and Number of Copies

- a. Letters or memorandums (see Exhibit 1 to determine which is appropriate) addressed to the President, Executive Office of the President, Members of Congress, or officials of other Government agencies:
  - \* Original (DCI or DDCI letterhead bond).
  - Courtesy copy (tissue letterhead).
  - Copy for "Through" addressees, if any (tissue letterhead).
  - Executive Registry copy (plain white or yellow tissue, depending upon whether the yellow official file copy is to be retained at another level).
  - Signer's copy (plain white tissue).
  - \*\* Copy for DDCI (plain white tissue).
  - Copy for return to originator (plain white tissue).
  - Information and other copies as may be desired by originator.
- b. Letters addressed to private individuals and organizations other than those listed in paragraph 111a above:

Same as above except that no courtesy copy is prepared.
- c. Memorandums forwarded to the Director or Deputy Director of Central Intelligence for approval thereon:

\*NOTE: In the Director's absence, correspondence prepared for the Acting Director's signature is typed on letterhead stationery marked "Office of the Director," not "Office of the Deputy Director."

\*\*NOTE: The Deputy Director of Central Intelligence requires an information copy of all correspondence signed by the Director.

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HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

25X1

Original, which normally is returned to the originator upon approval or disapproval (plain bond).  
Official file copy for Executive Registry (plain yellow tissue).  
Copy for approving official (plain white tissue).  
Copy for the DDCI (plain white tissue) if memorandum is submitted for the Director's approval.  
Information and other copies as may be desired by originator.

- d. Memorandums forwarded to the Director of Central Intelligence for information:

Original (plain bond) and 1 copy (plain white tissue) for the DCI.  
Copy for DDCI (plain white tissue).  
Other copies as appropriate.

112. Identifying the Nature of Correspondence

- a. All correspondence addressed to the Director or Deputy Director of Central Intelligence should open with a sentence similar to one of the following:
- (1) "This memorandum is for information only; particular reference is made to paragraphs \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_."
  - (2) "This memorandum suggests action on the part of the Director (or Deputy Director) of Central Intelligence. Such action is requested in paragraph \_\_\_\_\_."
  - (3) "This memorandum contains a recommendation submitted for Director (or Deputy Director) of Central Intelligence approval. Such recommendation is contained in paragraph \_\_\_\_\_. (Also see paragraph 117a.)"
- b. Correspondence for the signature of the Director or Deputy Director of Central Intelligence shall be accompanied by a brief of one or two paragraphs. Briefs are prepared on plain bond and tissue stock. Copies should be kept to a minimum. However, if the correspondence is for the signature of the Director, a copy of the brief must be provided for the Deputy Director of Central Intelligence. Do not date

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 25 July 1958

the brief at the time of typing unless assured that it will be signed on the same day it is prepared. Exhibit 7 illustrates the format of a correspondence brief.

113. "In Reply Refer To." Although the use of this line is optional for correspondence signed by other officials of CIA, it is never used in correspondence for the signature of the Director or Deputy Director of Central Intelligence.
114. Identification of Second and Succeeding Pages. The methods of identifying the second and succeeding pages of memorandums and letters, as described in paragraphs 18a and b, shall not be used in correspondence addressed to or prepared for the signature of the Director or Deputy Director of Central Intelligence.
115. Complimentary Close, Signature, and Title.
- a. The complimentary close preferred by both the Director and Deputy Director of Central Intelligence is "Sincerely," except for correspondence addressed to the President or Vice President. "Respectfully yours" is then used.
  - b. Correspondence shall bear the following typed signatures and titles:

For the signature of the DCI:	ALLEN W. DULLES* Director
For the signature of the DDCI:	C. P. CABELL* General, USAF Deputy Director
  - c. In the Director's absence, "Acting Director" is substituted for "Deputy Director," and "Office of the Director" stationery is used.
116. Disposition of Basic Correspondence. If the correspondence for the signature of the Director or Deputy Director of Central Intelligence is in the nature of a reply, indicate under "Distribution" the disposition of the basic correspondence. For example:

Distribution:

- Orig. and 1 - Addressee
- 1 - C/AAA w/cy of basic
- 2 - C/BBB
- 1 - Exec. Reg. w/basic
- 1 - DCI

\*NOTE: Type the signature in all caps if the correspondence is a memorandum; in initial caps if the correspondence is a letter.

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HANDBOOK

CORRESPONDENCE - GENERAL

Revised 20 June 1958

117. Concurrences and Approval

- a. All papers submitted for action by the Director or Deputy Director of Central Intelligence which require a signature to denote approval will contain, in the final paragraph, a recommendation which clearly briefs the action recommended. The paper shall further contain the following words in the place provided for the Director or Deputy Director of Central Intelligence signature: "The recommendation(s) in paragraph \_\_\_\_\_ is (are) approved." The concurrences of the Deputy Director concerned and appropriate officers subordinate to him shall also be shown on the same page. (See example below.)

-----  
EXAMPLE OF CONCURRENCES AND APPROVAL

4. It is therefore recommended that the verbal agreement described above be concluded officially.

A. B. SEE  
Chief, Management Staff

CONCURRENCES:

\_\_\_\_\_  
Deputy Director (Support)

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Date

The recommendation in paragraph 4 is approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

25X1

- b. In order that the Director or Deputy Director of Central Intelligence may know who has prepared and concurred in correspondence for his signature, the Executive Registry copy will bear the signature and title of the originator and of each concurring official. The originator's and concurring officials' signatures should be identified by the words "ORIGINATED BY" and "CONCURRENCES," respectively. The signer's copy and all other Agency copies need not bear the signatures of the originator and concurring officials. Their typewritten names will suffice.
118. Assembling and Forwarding. All correspondence will be complete with proper routing slips, envelopes, addresses, room numbers, receipts, and if necessary, postage slips. The assembly is forwarded with all copies and basic material to the Executive Registry, Administration Building.

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HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

25X1

25X1

<p>13 SPACES</p> <p>-----BRIEF FOR: Director of Central Intelligence-----</p> <p>-----SUBJECT: Interagency Correspondence Standards-----</p> <p>4 SPACES</p> <p>1. This Agency is contributing suggestions for the development of interagency correspondence standards in cooperation with the General Services Administration.</p> <p>2. The attached correspondence for your signature conveys our ideas on the subject to those agencies which have expressed an interest in the standardization program.</p> <p>5 SPACES</p> <p>-----JOHN J. JACKSON----- Director of Training</p> <p>* Distribution: Orig. - Addressee 1 - CTB/TR</p> <p>-----</p> <p>* TYPED ON FILE COPIES ONLY.</p>	<p>9 SPACES</p> <p>-----14 June 1954-----</p> <p>4 SPACES</p> <p>INSERT DATE AT THE TIME BRIEF IS SIGNED.</p>
---	---

EXHIBIT 7  
CORRESPONDENCE BRIEF

Approved For Release 2003/08/04 : CIA-RDP74-00005R000200060047-6

Resolving and  
Forwarding

Approved For Release 2003/08/04 : CIA-RDP74-00005R000200060047-6



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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

Chapter VI

ASSEMBLING AND FORWARDING CORRESPONDENCE

Section A.

MATERIALS FOR ASSEMBLING AND FORWARDING CORRESPONDENCE

119. Correspondence Assembly Reference Tab, Form No. 163. This form is an invaluable aid to officials reviewing correspondence. It is particularly helpful when correspondence is bulky or is to be reviewed for concurrence or approval by several officials.

OFFICIAL FILE COPY AND SUPPORTING PAPERS	CORRESPONDENCE ASSEMBLY REFERENCE TAB FORM NO. 163 1 SEP 54	SIGNATURE
---	---	-----------

CONCUR
--------

ACTUAL SIZE - 1" x 9"

SIGNATURE
-----------

EXHIBIT 8

Reference tabs are designed for repeated use. They are attached with paper clips as shown in Exhibit 8. If the cover of an enclosure is

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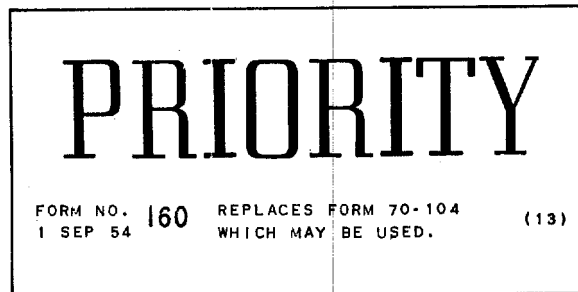
CORRESPONDENCE - GENERAL  
May 1955

too thick to permit the use of paper clips, insert a blank sheet of paper in front of the enclosure and attach the tab to the sheet.

Reference tabs are available at Building Supply Rooms.

120. Transmittal and Routing Forms and Receipts (Obtainable from Building Supply Officers)

- a. Priority Tag, Form No. 160 - This form aids in expediting the routing and processing of correspondence whenever other than routine handling is required. The tag is pink, size 3" x 1½", and is reusable.



SAME SIZE AS SHOWN

EXHIBIT 9

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CORRESPONDENCE - GENERAL  
May 1955

25X1

- b. Transmittal Slip, Form No. 241 - This slip is used for transmitting correspondence and other material within Headquarters when only one addressee per document is involved.

<b>TRANSMITTAL SLIP</b>		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS		
FROM:		
ROOM NO.	BUILDING	EXTENSION
FORM NO. <b>241</b> REPLACES FORM 36-8 1 FEB 55 WHICH MAY BE USED. (47)		

SAME SIZE AS SHOWN

EXHIBIT 10

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

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- 94120
- c. Official Routing Slip, Form No. 30-4 (to be redesignated Form No. 237) - Correspondence or other material routed in consecutive order to two or more parties in Headquarters is transmitted by an Official Routing Slip.

UNCLASSIFIED		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)					
CENTRAL INTELLIGENCE AGENCY <b>OFFICIAL ROUTING SLIP</b>					
TO		INITIALS		DATE	
1					
2					
3					
4					
5					
FROM		INITIALS		DATE	
1					
2					
3					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div>					
Remarks:					
SECRET		CONFIDENTIAL		UNCLASSIFIED	
FORM NO. 30-4 1 NOV 53 Previous editions may be used. U. S. GOVERNMENT PRINTING OFFICE 16-68548-2 (40)					

ACTUAL SIZE - 5" x 8"

EXHIBIT II

# HANDBOOK

Q 120

- |                       |            |          |                                 |          |
|-----------------------|------------|----------|---------------------------------|----------|
| CONTROL NO.           | SEC. CLASS | ORIGIN   | FILE NO.                        |          |
| DATE OF MAT.          | DATE REC'D | DATE OUT | ROUTING                         |          |
| SUBJECT               |            |          | CROSS REFERENCE                 |          |
|                       |            |          | ROUTING                         | TIME OUT |
|                       |            |          |                                 |          |
|                       |            |          |                                 |          |
|                       |            |          |                                 |          |
|                       |            |          |                                 |          |
| DEFER ACTION UNTIL    | ANSWERED   | NO REPLY | COURIER NO.                     |          |
| FORM NO.<br>FEB. 1952 | 35-1       |          | FILE AND ROUTING SLIP (18-40) 1 |          |
- |                       |          |          |                                 |
|-----------------------|----------|----------|---------------------------------|
|                       |          |          |                                 |
| DEFER ACTION UNTIL    | ANSWERED | NO REPLY | COURIER NO.                     |
| FORM NO.<br>FEB. 1952 | 35-1     |          | FILE AND ROUTING SLIP (18-40) 2 |
- |                       |          |          |                                 |
|-----------------------|----------|----------|---------------------------------|
|                       |          |          |                                 |
| DEFER ACTION UNTIL    | ANSWERED | NO REPLY | COURIER NO.                     |
| FORM NO.<br>FEB. 1952 | 35-1     |          | FILE AND ROUTING SLIP (18-40) 3 |
- |                       |          |          |                                 |
|-----------------------|----------|----------|---------------------------------|
|                       |          |          |                                 |
| DEFER ACTION UNTIL    | ANSWERED | NO REPLY | COURIER NO.                     |
| FORM NO.<br>FEB. 1952 | 35-1     |          | FILE AND ROUTING SLIP (18-40) 4 |
- |                       |          |          |                                 |
|-----------------------|----------|----------|---------------------------------|
|                       |          |          |                                 |
| DEFER ACTION UNTIL    | ANSWERED | NO REPLY | COURIER NO.                     |
| FORM NO.<br>FEB. 1952 | 35-1     |          | FILE AND ROUTING SLIP (18-40) 5 |
- |                       |          |          |                                 |
|-----------------------|----------|----------|---------------------------------|
|                       |          |          |                                 |
| DEFER ACTION UNTIL    | ANSWERED | NO REPLY | COURIER NO.                     |
| FORM NO.<br>FEB. 1952 | 35-1     |          | FILE AND ROUTING SLIP (18-40) 6 |

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

- e. Routing and Record Sheet, Form No. 51-10 (to be redesignated Form No. 242) - The extent of review and concurrence in offices through which correspondence may pass is often indefinite. Therefore, for correspondence of more than a routine nature, provision should be made for extended routing. Routing and Record Sheet serves this purpose. In addition, it provides a protective covering over the original. The official's phone extension as well as office designation and room number should be shown on the Routing and Record Sheet whenever possible.

UNCLASSIFIED			CONFIDENTIAL			SECRET		
ROUTING AND RECORD SHEET								
<small>INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.</small>								
FROM:					TELEPHONE NO.	DATE		
TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS		
		REC'D	FWD'D					
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

FORM 51-10 MAY 54 PREVIOUS EDITIONS MAY BE USED

SECRET CONFIDENTIAL UNCLASSIFIED (40)

ACTUAL SIZE - 8" x 10 $\frac{1}{2}$ "

EXHIBIT 13

# HANDBOOK

\_\_\_\_\_

[illegible]

-65-

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

- g. Courier's Classified Mail Receipt, Form Nos. 35-16 and 35-16a (to be redesignated Form Nos. 240 and 240a) - All envelopes or packages containing material classified CONFIDENTIAL and above, and transmitted between buildings within or outside CIA, are customarily accounted for by Courier's Classified Mail Receipts. Receipts are prepared in an original and one copy. The original is attached to the envelope; the duplicate remains in the receipt book. Form No. 35-16 (to be redesignated Form No. 240) is used for the receipt of CONFIDENTIAL and SECRET material; Form No. 35-16a (to be redesignated Form No. 240a) is used for material classified TOP SECRET. The former is white; the latter is pink.

COURIER'S CLASSIFIED MAIL RECEIPT		NO.
TO		DATE OF PICK-UP
FROM		
TYPE OF MATERIAL		
SIGNATURE OF RECIPIENT		TIME RECEIVED
SIGNATURE OF COURIER		TIME OF PICK-UP
FORM NO. 35-16 FEB 1950		16-62350-1 GPO

WHITE RECEIPT - FOR MATERIAL CLASSIFIED  
CONFIDENTIAL OR SECRET

COURIER'S CLASSIFIED MAIL RECEIPT		NO.
TO		DATE OF PICKUP
FROM		
TYPE OF MATERIAL		
SIGNATURE OF RECIPIENT		TIME RECEIVED
SIGNATURE OF COURIER		TIME OF PICKUP
FORM NO. 35-16A DEC 1950		16-66188-1 GPO

PINK RECEIPT - FOR MATERIAL CLASSIFIED  
TOP SECRET

EXHIBIT 15

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

- h. Document Receipt, Form No. 38-16 (to be redesignated Form No. 243) - A Document Receipt is required for all correspondence classified SECRET transmitted outside CIA. Its use is optional for SECRET correspondence transmitted within the Agency and CONFIDENTIAL material forwarded outside CIA. Document Receipts are prepared in an original and one copy. The original is transmitted with the correspondence; the copy is retained by the sender until the original bearing the recipient's signature is returned. The copy is then destroyed.

Central Intelligence Agency <b>DOCUMENT RECEIPT</b>				<b>NOTICE TO RECIPIENT</b> Please Sign This Receipt Immediately and Return as Indicated on Reverse Side.	
RECEIPT IS HEREBY ACKNOWLEDGED OF DOCUMENT(S) FROM					
<b>DESCRIPTION OF DOCUMENT</b>					
CIA NO.	DOCUMENT DATE	DOCUMENT NO(S).	NUMBER OF COPIES	ATTACHMENTS	CLASS.
(DATE)		(SIGNATURE OF RECIPIENT)			
(TIME)	(DEPARTMENT OR AGENCY)		(OFFICE OR BRANCH)		
FORM NO. 38.16 APR 1948 REPLACES PREVIOUS EDITIONS OF FORMS 38.16 AND 38.15 WHICH ARE NOT TO BE USED. 16-66918-1					

FRONT

<b>TO: NON-CIA RECIPIENT</b> Place signed receipt in envelope and transmit to: CENTRAL INTELLIGENCE AGENCY 2430 E STREET, NW. WASHINGTON 25, D. C.		
<b>TO: CIA RECIPIENT</b> Place signed receipt in outgoing messenger box for return through agency messenger service.		
ATTENTION: CIA CENTRAL RECORDS RETURN TO:		
NAME OF SENDER	ROOM NO.	BUILDING
U. S. GOVERNMENT PRINTING OFFICE 16-66918-1		

BACK

ACTUAL SIZE - 3 $\frac{1}{2}$ " x 7 $\frac{1}{2}$ "

EXHIBIT 16

-67-

~~CONFIDENTIAL~~

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

- 25X1
- i. Postage Slip, Form No. 35-11 (to be redesignated Form No. 239) -  
A Postage Slip shall be completed and attached to each piece of correspondence which will require postage. Envelopes and labels which bear the penalty indicia will require postage only for those cases shown in Exhibit 18. In completing the Slip, indicate the type of mailing service desired, and fill in each pertinent space except the box marked "For Use by Central Mail Only." In addition, type the words "DO NOT METER" if for security reasons the postage should not be affixed by a postage meter.

NOTE: A single Postage Slip may be used to cover a group of letters if each letter in the group requires only first class postage. For such cases, type the word "various" in the addressee box on Form No. 35-11, followed by the number of addressees in parentheses. Attach a listing of these addressees.

Exhibit 18 provides further information on when it is necessary to prepare Postage Slips. In addition, Postage Slips will be required when the originator of registered correspondence desires a Return Receipt Card for Registered Mail, Post Office Form No. 3811.

SEE INSTRUCTIONS ON REVERSE SIDE		POSTAGE SLIP	
THE ATTACHED OFFICIAL MATERIAL REQUIRES POSTAGE FOR THE FOLLOWING PURPOSE:			
<input type="checkbox"/> AIR MAIL	<input type="checkbox"/> SPECIAL DELIVERY	<input type="checkbox"/> FIRST CLASS	<input type="checkbox"/> REGISTERED
<input type="checkbox"/> PARCEL POST	<input type="checkbox"/> OTHER (EXPLAIN FULLY) _____		
ADDRESSEE		FOR USE BY CENTRAL MAIL ONLY	
ADDRESS		WEIGHT	
SENDER		POSTAGE AFFIXED	
OFFICE			
DATE	TELEPHONE EXT.		
FORM NO. 35-11 DEC 1948			

SAME SIZE AS SHOWN

EXHIBIT 17

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

121. Envelopes and Labels

- a. Types - Envelopes and labels used by the Agency fall into two groups: Those that bear the penalty indicia and those that do not. Penalty indicia (franked) envelopes and labels have printed in the upper right corner the penalty clause "Penalty for Private Use to Avoid Payment of Postage, \$300." In addition, they bear in the upper left corner various Agency return addresses. Official mail (weighing four pounds or less) marked with penalty indicia is transmitted without prepaid postage by means of the facilities of the Post Office between points within the United States, its Territories and possessions, and from points within the United States to Canada, South and Central America, and Caribbean Republics, except Argentina and Brazil.

The types of envelopes and labels available (irrespective of Agency return addresses) are as follows:

PENALTY INDICIA

White envelopes, sizes 8 7/8" x 3 7/8" and 9 1/2" x 4 1/8"

White window envelope, size 8 7/8" x 3 7/8"

Kraft envelopes, various sizes from 9 1/2" x 6 1/2" through 16" x 12"

Label, gummed, size 5" x 3"

NONPENALTY

White envelopes, sizes 8 7/8" x 3 7/8" and 9 1/2" x 4 1/8"

White envelope, Air Mail, colored border, size 9 1/2" x 4 1/8"

White window envelope, size 8 7/8" x 3 7/8"

Kraft envelopes, various sizes from 9 1/2" x 6 1/2" through 16" x 12"

CHAIN ENVELOPES

U. S. Government Messenger Envelope, Standard Form No. 65, various sizes

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[ ]CORRESPONDENCE - GENERAL  
May 1955

25X1

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CHAIN ENVELOPES (Continued)

Central Intelligence Agency Chain Envelope, sizes 10" x 15" and 9 1/2" x 12 1/2"

Chain envelopes are designed for repeated use. In addressing a chain envelope, completely cross out previous names and addresses, and in the next unused frame insert the full address of the recipient, including his office designation, building designation, and room number. For economy, the use of chain envelopes is encouraged.

b. Which Type to Use

- (1) Exhibit 18 shows the types of envelopes and labels to use. Of necessity this guide is very general since security and operational requirements will govern the use of certain envelopes and labels. It is therefore recommended that the guide be used in conjunction with current CIA Security Regulations and specific office procedural issuances.
- (2) The Post Office Department places severe restrictions on the use of penalty indicia envelopes and labels. Also, economy dictates that they be used judiciously. Penalty indicia envelopes and labels therefore shall not be used for:
  - (a) Personal correspondence and other unofficial material even though a postage stamp is affixed over the penalty indicia clause.
  - (b) Mail on which additional postage is required (air mail, mail for foreign countries except as indicated in Paragraph 121a and mail weighing more than four pounds).
  - (c) Inner envelopes which transmit double-sealed classified correspondence.
  - (d) Mail conveyed through channels other than Post Office facilities (i.e., messenger, courier, etc.).

In addition, do not affix franked labels to envelopes bearing the penalty indicia clause.

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25X1

HANDBOOK

CORRESPONDENCE - GENERAL

May 1955

NOTE: This guide is very general since security and operational requirements will often govern the use of certain envelopes and labels. It is recommended that it be used in conjunction with current CIA Security Regulations, specific office directives, and information obtainable from the Central Mail Room.

TYPE OF MAILING OR USE	RETURN ADDRESS		TYPE OF ENVELOPE OR LABEL TO USE	POSTAGE SLIP REQUIRED
	CIA, or SSU	OTHER		
Inner envelope for the transmission of double-sealed classified material			Nonpenalty	No
Within Headquarters			Nonpenalty (CIA Chain, U. S. Govt. Messenger, or regular envelope, depending upon security requirements)	No
Inter-Agency (Washington, D. C. area only)			Nonpenalty (U. S. Govt. Messenger or regular envelopes depending upon security requirements)	No
Official mail, four pounds or under, directed to addressees in the continental U. S., U. S. Territories and possessions, Canada, Caribbean Republics, Central and South America (except Argentina and Brazil)	X		Penalty	No
		X	Nonpenalty	Yes
Official mail over four pounds directed to addressees in the continental U. S., U. S. Territories and possessions, Canada, Caribbean Republics, Central and South America (except Argentina and Brazil)	X	X	Nonpenalty	Yes
Air Mail	X	X	Nonpenalty	Yes
Special Delivery	X		Penalty	Yes
		X	Nonpenalty	Yes
Registered Mail	X		Penalty (Nonwindow)	Yes
		X	Nonpenalty (Nonwindow)	Yes
Registered Mail - Return Receipt Requested	X		Penalty (Nonwindow)	Yes
		X	Nonpenalty (Nonwindow)	Yes

## EXHIBIT 18

TYPES OF PENALTY AND NONPENALTY ENVELOPES  
AND LABELS FOR TRANSMITTING OFFICIAL MAIL

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

Section B. ADDRESSING MAIL

122. Addressing Envelopes for Transmittal Outside CIA

- a. Address - In addressing an envelope, begin the typing at approximately one-half the depth and one-half the width of the envelope. Single space the name and address in block style. The envelope address will be the same as the address on the letter it carries.
- b. Special Delivery and Registered Mail - If correspondence is to be dispatched by special delivery or registered mail, type the words "SPECIAL DELIVERY" or "REGISTERED MAIL" in all caps four spaces above, and flush with, the address.
- c. Air Mail - If correspondence is to be dispatched by air mail, no special instructions are necessary provided an air-mail envelope is used. If an air-mail envelope is not available, use a plain white envelope without a penalty indicia. Type the words "AIR MAIL" in all caps four spaces above, and flush with, the address.

123. Addressing Inter-Office Mail. The incorrect addressing of inter-office mail results in transmission delays and places an unwarranted burden on the courier-messenger service. Personnel forwarding material shall ensure that addresses contain the following information:

- a. Office of origin.
- b. Office designation of addressee (position title or name may be added if desired).
- c. Building designation.
- d. Room number.

In the few instances where it is necessary to expedite delivery, the envelope or package may be marked "Direct Delivery" or "Delivery to Addressee," in addition to information required in a. through d. above.

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HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

## Section C. ASSEMBLING AND FORWARDING CORRESPONDENCE

124. Assembling Correspondence (Exhibit 19)

- a. Final responsibility for the correct assembly of correspondence rests with the originator. Correspondence correctly assembled will include the following items, as appropriate, in the sequence indicated:
- (1) Transmittal or routing slip, Routing and Record Sheet, or Signature Record and Cover Sheet, as appropriate. See Paragraph 120. and accompanying exhibits.
  - (2) Brief for the Director or Deputy Director of Central Intelligence, if required.
  - (3) Original and courtesy copy, if any, clipped together.
  - (4) Addressed envelope for the original and courtesy copy, with postage slip attached if required.
  - (5) Information copies for addressees outside CIA, with addressed envelope and completed postage slips attached, if required.
  - (6) Information copies (or concurring officials' copies) for distribution within the Agency, with addressed routing slips attached if necessary.
  - (7) Official file copy (yellow tissue).
  - (8) Original incoming correspondence, enclosures, etc., and any other material to be attached to the official file copy as part of the official file on the correspondence.
  - (9) Extra copy (or copies) for the Director or Deputy Director of Central Intelligence. If the signing official is either the DCI or DDCI and the official file copy is to be retained at either of these levels, prepare an additional copy on plain white tissue. However, if the official file copy of correspondence for their signature is to be retained at another level, prepare two extra copies on plain white tissue for the DCI or DDCI.

~~CONFIDENTIAL~~

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

- (10) Alphabetical Name Index copy (plain pink tissue) if an alphabetical cross-file is desired.
- (11) Return copy (if desired) with addressed routing slip for its return.
- (12) Reference material for return to reference sources.
- (13) "Hold Back" copy (if desired).

b. In addition to the foregoing:

- (1) The original and copies of each Top Secret document shall be covered by a Signature Record and Cover Sheet, Form No. 26.
- (2) A completed Document Receipt will be attached to each original or copy requiring a receipt in accordance with current CIA Security Regulations.
- (3) Copies for distribution within the Agency will be designated by a check mark beside the office designations indicated under "Distribution." If the distribution of copies is within an office and such a means of indicating distribution is adequate for routing, routing slips need not be attached to the copies.
- (4) Enclosures shall be attached by clips to the original or copies transmitting them.
- (5) Assembly reference tabs (Exhibit 8) will be attached whenever their use will expedite the review and approval of correspondence.
- (6) The completed assembly should include all necessary routing slips, envelopes, receipts, and postage slips, properly completed and attached to respective material.
- (7) Material shall be fastened together with paper clips and made a part of the completed assembly by spring clips, if necessary. Staples should be used with discretion, consideration being given to the amount and type of handling the correspondence may receive.



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25X1

## HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

## INDEX

	Paragraph	Page
A		
Address, Forms of (Section C).....		41
Addressee, Multiple:		
Memorandum on Letterhead.....	34	20
Memorandum on Plain Bond.....	53	26
Addressing Mail:		
Air Mail.....	122c	72
Envelopes.....	122	72
Inter-Office.....	123	72
Registered and Special Delivery.....	122b	72
Air Mail, Addressing of.....	122c	72
Air Mail Envelopes.....	121	69
Alphabetical Name Index Copy (Exhibit 1).....		4
Approvals Within a Memorandum.....	26	16
Exhibit 2.....		18
Assembling and Forwarding Correspondence:.....		
Addressing Envelopes.....	122	72
Assembly Reference Tab.....	119	59
Brief for DCI or DDCI.....	118	58.1
Channels for Forwarding.....	125a	75
Contents of Complete Assembly.....	124	73
Exhibit 19.....		76
DCI or DDCI Correspondence.....	118	58.1
Envelopes and Labels:		
Chain Envelopes.....	121a	69
Nonpenalty Indicia.....	121a	69
Penalty Indicia.....	121a	69
Sealing.....	125b	75
Types and Uses.....	121b	70
Exhibit 18.....		71
Extra Copies for DCI and DDCI.....	124a(9)	73
Fastening Correspondence.....	124b(7)	74
Responsibility for.....	124a	73
Routing Slips, When Not Needed.....	124b(3)	74
Transmittal and Routing Forms and Receipts:		
Courier Classified Mail Receipt.....	120g	66
Document Receipt.....	120h	67
File and Routing Slip.....	120d	63
Official Routing Slip.....	120c	62
Postage Slip.....	120i	68

~~CONFIDENTIAL~~

## HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

25X1

25X1

	Paragraph	Page
Transmittal and Routing Forms and Receipts: (Continued)		
Priority Tag.....	120a	60
Routing and Record.....	120e	64
Signature Record and Cover Sheet.....	120f	65
Transmittal Slip.....	120b	61
Assembly Reference Tab.....	119	59
"ATTENTION" Line:		
Letters.....	93	36
Exhibit 6.....		39
Memorandums:		
Letterhead.....	36	20
Exhibit 3.....		24
Plain Bond.....	56	28
Standard Form No. 64 (Office Memorandum).....	73	31
Exhibit 5.....		34
Authority to Sign Correspondence.....	28	17
B		
Basic Style (Section D).....		7
Body of Letter.....	95	37
Bond Paper; When to Use:		
Letterhead (Exhibit 1).....		5
Plain Bond (Exhibit 1).....		5
Brief, Correspondence (For DCI or DDCI).....	112b	56
Exhibit 7.....		58.2
C		
Channels for Forwarding Correspondence.....	125a	75
Classification Markings, Defense.....	24	13
Automatic Reclassifications.....	24d	14
Control Statements.....	24b	13
Espionage Stamp.....	24c	13
Classified Material, Use of Envelopes for (Exhibit 18).....		71
Command or Authority Line:		
Definition.....	5	1
Memorandum on Letterhead.....	44	22
Exhibit 3.....		24
Memorandum on Plain Bond....	64	28
Complimentary Close:		
DDI or DDCI Correspondence.....	115	57
Forms of.....		41

~~CONFIDENTIAL~~

25X1

## HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

	Paragraph	Page
Complimentary Close: (Continued)		
Placement on Letter.....	98	37
Exhibit 6.....		40
Concurrences:		
DCI or DDCI Correspondence.....	117	58
Within a Memorandum.....	25b	15
Exhibit 2.....		18
Responsibility for.....	27	16
Continuations.....	19	10
Control Number, Top Secret.....	106a	51
Control, Top Secret Identification Markings.....	106	51
Control Statements (Used with, or in Lieu of, Defense Classification Markings).....	24b	13
Copies:		
DCI or DDCI, Correspondence for Signature of.....	111	55
Courtesy.....	2a	1
Definitions:		
General.....	2	1
Courtesy.....	2a	1
Information.....	2c	1
Official File.....	2b	1
Distribution:		
Indicating Distribution:		
Format:		
Letters.....	101	37
Exhibit 6.....		40
Memorandums:		
Letterhead.....	47	22
Exhibit 3.....		24
Plain Bond.....	67	28
Exhibit 4.....		30
Standard Form No. 64 (Office Memorandum).....	83	32
Exhibit 5.....		34
Rules for When and When Not to Indicate.....	22	12
"Hold" Copy (Exhibit 1).....		5
Information, Definition of.....	2c	1
Number and Types Required (Exhibit 1).....		5
Official File, Definition of.....	2b	1
Stationery.....	6	2
Courier's Classified Mail Receipt.....	120g	66
Courtesy Copy:		
Definition.....	2a	1
Requirements for (Exhibit 1).....		5
Stationery (Exhibit 1).....		5

~~CONFIDENTIAL~~

## HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

25X1

25X1

	Paragraph	Page
D		
Date Dictated.....	23	12
Date Signed:		
How and When Written.....	14	8
Placement:		
Letters.....	90	35
Exhibit 6.....		39
Memorandums:		
Letterhead.....	33	19
Exhibit 3.....		24
Plain Bond.....	51	26
Exhibit 4.....		30
Standard Form No. 64 (Office Memorandum).....	71	31
Exhibit 5.....		34
Defense Classification and Control Markings.....	24	13
Definitions:		
Command Line.....	5	1
Copies:		
Courtesy.....	2a	1
Information.....	2c	1
Official File.....	2b	1
Correspondence, Official CIA.....	1	1
Enclosure.....	4	1
Reference.....	3	1
DCI or DDCI, Preparation of Correspondence for:		
Assembling and Forwarding.....	118	58.1
Basic Correspondence, Indicating Disposition of.....	116	57
Brief.....	112b	56
Exhibit 7.....		58.2
Complimentary Close.....	115	57
Copies.....	111	55
Concurring Official's Signature.....	117	58
Identifying Nature of Correspondence.....	112	56
Identifying Second and Succeeding Pages.....	114	57
Originator's Signature.....	117b	58.1
Stationery.....	111	55
Dictator's Identification:		
Name.....	23	12
Office Identification.....	23	12
Telephone Extension.....	23	12
Distribution of Correspondence below Top Secret (See "Distribution" under "Copies.")		

## HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

	Paragraph	Page
Distribution of Top Secret Correspondence.....	109	53
Document Receipt.....	120h	67
E		
Enclosures:		
Definition.....	4	1
Identifying.....	21b	11
Listing.....	21a	11
Top Secret.....	108	52
Enlisted Men or Women (Armed Forces), Forms of Address, Salutation, and Complimentary Close (Section C).....		47
Envelopes and Labels:		
Addressing		
For Transmittal Outside CIA.....	122	72
Inter-Office Mail.....	123	72
Air Mail.....	121a	69
Chain Envelopes.....	121a	69
Inner Envelopes.....	121b(2)(c)	70
Kraft.....	121a	69
Nonpenalty Indicia.....	121a	69
Penalty Indicia.....	121a	69
Sealing.....	125b	75
Types and Uses		
Exhibit 18.....		71
U.S. Government Messenger.....	121a	69
Window Envelopes.....	121a	69
Espionage Stamp.....	24c	13
External Distribution of Copies, Identifying:		
Letters.....	101	37
Memorandums.....	47	22

## F

File Copy, Official.....	2b	1
File Copies, DCI or DDCI Correspondence.....	111	55
File and Routing Slip.....	120d	63
Forms of Address, Salutation, and Complimentary Close: (Section C)		
Clergy.....		48
Congress, Members of.....		42



~~CONFIDENTIAL~~

## HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

25X1

25X1

	Paragraph	Page
Forms of Address, etc., (Continued)		
Departments, Federal.....		43
Diplomatic Corps.....		42
Independent Federal Agencies and Offices.....		45
Officers and Enlisted Personnel of Armed Forces.....		47
Organizations, Federations, and Companies.....		49
Private Individuals.....		49
Supreme Court, Members of.....		43
Vice President, The.....		41
White House, The.....		41
Forwarding Correspondence:		
Channels.....	125a	75
DCI or DDCI Correspondence.....	118	58.1
(Also see heading "Assembling and Forwarding.")		
G		
General Style (Basic Style).....		7
Guides:		
Copy Requirements (Exhibit 1).....		5
Envelopes (Exhibit 18).....		71
Typing Measurements.....	11	7
(See list of Exhibits on page iv.)		
H		
Headings:		
Letters (Exhibit 6).....		39
Memorandums:		
Letterhead (Exhibit 3).....		24
Plain Bond (Exhibit 4).....		30
Standard Form No. 64, Office Memorandum (Exhibit 5).....		34
I		
Identification of Second and Succeeding Pages:		
Concurrence Sheets.....	18a	10
Exhibit 2.....		18
Letters.....	18b	10
Exhibit 6.....		40
Memorandums.....	18a	10
Exhibit 3.....		24
Staff Studies.....	18a	10

~~CONFIDENTIAL~~

25X1

## HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

	Paragraph	Page
Identification of Originating Office.....	23	12
DCI or DDCI Correspondence.....	117b	58.1
Indentations:		
Paragraphing.....	16	9
Quotations.....	17	10
Information Copy:		
Definition.....	2c	1
Distribution Information on.....	22c	12
Inter-Agency Envelopes and Labels (Exhibit 18).....		71
Inter-Office Mail, Addressing.....	123	72
Inter-Office Memorandums:		
Plain Bond.....		26
Exhibit 4.....		30
Standard Form No. 64 (Office Memorandum).....		31
Exhibit 5.....		34
Internal CIA Distribution of Copies (See "Copies-Distribution.")		
"In Reply Refer To" Line.....	13	8
L		
Labels (See Envelopes and Labels)		
Letterhead, Memorandum on:		
Format and Style (Section B).....		19
Exhibit 3.....		24
Letterheads.....	7	2
Letters:		
Address.....	92	36
Forms of (Section C).....		41
"Attention" Line.....	93	36
Body.....	95	37
Complimentary Close.....	98	37
Forms of (Section C).....		41
DCI or DDCI, Correspondence for Signature of.....	115	57
President or Vice President, Correspondence to (Section C).....		41
Dating.....	90	35
Defense Classification Markings.....	24	13
Distribution of Original and Copies:		
How to Indicate.....	101	37
When to Indicate.....	23	12
Enclosures.....	100	37

~~CONFIDENTIAL~~

25X1

## HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

	Paragraph	Page
Letters: (Continued)		
Format and Style.....		35
Exhibit 6.....		39
Forms of Address, Salutation, and Complimentary		
Close (Section C).....		41
General Information (Section A).....		35
"In Reply Refer To" Line.....	89	35
Mailing Requirements, Special.....	91	36
Margins.....	88	35
Originating Office Identification.....	102	38
Page Numbering and Identification.....	18	10
Paragraphing.....	95	37
Salutation.....	94	36
Forms of (Section C).....		41
Signature and Title.....	99	37
Letterex.....	8	2
Line Spacing.....	15	9
Logging Top Secret Correspondence.....	104	51

## M

Mail:		
Addressing.....	122	72
Courier Classified Mail Receipt.....	120g	66
Envelopes and Labels.....	121	69
Exhibit 18.....		71
Inter-Office.....	123	72
Margins:		
General.....	12	7
Standard Form No. 64 (Office Memorandum).....	70	31
Materials for Assembling and Forwarding Correspondence (Section A).....		59
Measurements for Typing.....	11	7
"Memorandum For" Line:		
Letterhead.....	34	20
Plain Bond.....	52	26
Memorandum for Record.....	10	3
Memorandums:		
Letterhead:		
Format and Style (Section A).....		19
Exhibit 3.....		24

~~CONFIDENTIAL~~

25X1

## HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

Paragraph Page

## Memorandums: (Continued)

## Plain Bond:

Format and Style (Section C).....		26
Exhibit 4.....		30

## Standard Form No. 64 (Office Memorandum):

Format and Style (Section D).....		31
Exhibit 5.....		34

## Multiple Addressee Memorandums:

Letterhead.....	34	20
Plain Bond.....	53	26

## N

Nonconcurrences, Indicating by Secretaries.....	27c	17
Nonpenalty Envelopes.....	121a	69

## Numbering:

Pages.....	18	10
Paragraphs.....	16	9

## O

## Office Memorandums (See Memorandums)

Official CIA Correspondence.....	1	1
Official File Copy, Definition of.....	2b	1
Official Routing Slip.....	120c	62
Originator's Identification:		
General.....	23	12
DCI or DDCI Correspondence.....	117b	58.1
Originator's Responsibility for Review and		
Concurrences.....	27a	16

## P.

## Page Numbering and Identification:

Letters.....	18b	10
Memorandums, Staff Studies, and Concurrence Sheets..	18a	10
Paragraphing:		
Letters.....	16	9
Memorandums.....	16	9
Paragraphs, Dividing between Pages.....	19	10
Parcel Post, Penalty and Nonpenalty Indicia Labels		
for (Exhibit 18).....		71

~~CONFIDENTIAL~~

25X1

## HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

	Paragraph	Page
Penalty Indicia Envelopes and Labels:		
Types.....	121	69
When to Use.....	121	69
When Not to Use.....	121b(2)	70
Plain Bond, Memorandums on:		26
Format and Style (Section C).....		30
Exhibit 4.....		68
Postage Slip.....	1201	51
Preparation Stages, Top Secret Correspondence.....	106b	60
Priority Tag.....	120a	
Q		
Quotations, Indenting and Spacing.....	17	10
R		
Reclassifying Correspondence.....	24d	14
Record, Memorandum for.....	10	3
"Refer To." Line.....	13	8
Letter (Exhibit 6).....		39
Memorandum on Letterhead (Exhibit 3).....		24
Reference, Definition of.....	3	1
Reference, Line in Memorandums.....	38	21
Reference Tabs, Assembly.....	124b(5)	74
Exhibit 8.....		59
Registered Mail, Indicating:		
Letters.....	91	36
Envelopes.....	122b	72
Responsibility for Assembling and Forwarding		
Correspondence.....	124a	73
Review, Indicating on Official File Copy.....	25a	15
Review and Concurrences, Responsibility for.....	27	16
Routing and Record Sheet.....	120e	64
Routing Correspondence for Concurrence.....	27a	16
S		
Salutations, Forms of (Section C).....		41
Sentences Between Pages, Division of.....	19	10
Signature and Title:		
Approvals.....	26	16
Exhibit 2.....		18

25X1

## HANDBOOK

CORRESPONDENCE - GENERAL  
Revised 20 June 1958

	Paragraph	Page
Signature and Title: (Continued)		
Concurrences.....	25	15
Exhibit 2.....		18
Letters.....	99	37
Memorandums:		
Letterhead and Plain Bond.....	45	22
Exhibit 3.....		25
Standard Form No. 64 (Office Memorandum).....	81	32
Exhibit 5.....		34
Originator's and Concurring Officials' on Correspondence for Signature of DCI or DDCI.....	117b	58.1
Signature Record and Cover Sheet.....	120f	65
Signing Authority.....	28	17
Signing Official's Copy (Exhibit 1, footnote 4).....		5
Spacing Between Paragraphs.....	16	9
Special Delivery, Indicating:		
Letters.....	91	36
Envelopes.....	122b	72
Special Addressing and Mailing Requirements:		
Letters.....	91	36
Envelopes.....	122	72
Staff Studies:		
Copy Requirements (Exhibit 1, footnote 3)		5
Page Numbering and Identification.....	18a	10
Stages of Preparation, Top Secret Correspondence.....	106b	51
Standard Form No. 64 (Office Memorandum):		
Format and Style (Section D).....		31
Exhibit 5.....		34
Stationery:		
Basic Types.....	6	2
Letterex.....	8	2
Letterheads:		
Central Intelligence Agency.....	7	2
DCI or DDCI.....	111	55
Stamps, Rubber:		
Espionage Law.....	24c	13
Reclassification.....	24d	14
Subject Line:		
Memorandums on Letterhead or Plain Bond.....	37	20
Memorandums on SF No. 64 (Office Memorandum)		
Exhibit 5.....		34
Subparagraphs.....	16	9

~~CONFIDENTIAL~~

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

25X1

25X1

	Paragraph	Page
T		
Telephone Extensions of Originators.....	23	12
Text of Memorandums:		
Letterhead.....	39	21
Plain Bond.....	59	28
Standard Form No. 64 (Office Memorandum).....	77	32
"Through Line" on Memorandums:		
Letterhead.....	35	20
Plain Bond.....	55	27
Standard Form No. 64 (Office Memorandum).....	74	31
Title (See "Signature and Title.")	72	31
"To" Line (Standard Form No. 64 only).....		
Top Secret Correspondence:		
Control Number.....	106a	51
Copy Number.....	106c	51
Distribution.....	109	53
Enclosures.....	108	52
Format.....	105	51
Identification Markings:		
Control Number.....	106a	51
Copy Number.....	106c	51
Stage of Preparation.....	106b	51
Logging.....	104	51
Page Numbering.....	107	52
Policy.....	104	51
Preparation Stage.....	106b	51
Top Secret Control.....	110	53
Transmittal Slip.....	120b	61
Typing Measurements.....	11	7
W		
Window Envelope.....	121a	69

~~CONFIDENTIAL~~

25X1

HANDBOOK

CORRESPONDENCE - GENERAL  
May 1955

REFERENCE SOURCES

SUBJECT

REFERENCE

Cable Policy

Cable Procedures

Mail Service--Penalty Indicia  
Mail

Staff Studies

Telegrams (Unclassified);  
Transmission and Receipt  
of

Typing and Stenographic  
Techniques

A Guide for Typists  
and Stenographers,  
TR Reference Manual  
1-2

APPENDIX A